FI$Cal
Month-End Close Training
Session I
Fiscal Year 2022-23

DEPARTMENT OF FINANCE
CALIFORNIA

March 2023

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Course Objective

To obtain the knowledge and skills necessary for Month-End Close (MEC) processing and related reconciliation requirements.

Note: Department of Finance’s (Finance) Month-End Close Training Session II covers Plan of Financial Adjustment and SCO/Agency Reconciliation Report

Commitment Control Overview

Commitment Control

- Overview
- Budget Status Report
- Other Queries and Reports

Commitment Control

Overview

Commitment Control (KK) is the structure and rules set up to enable an organization to budget check its transactions against predefined budgets to achieve budgetary control.

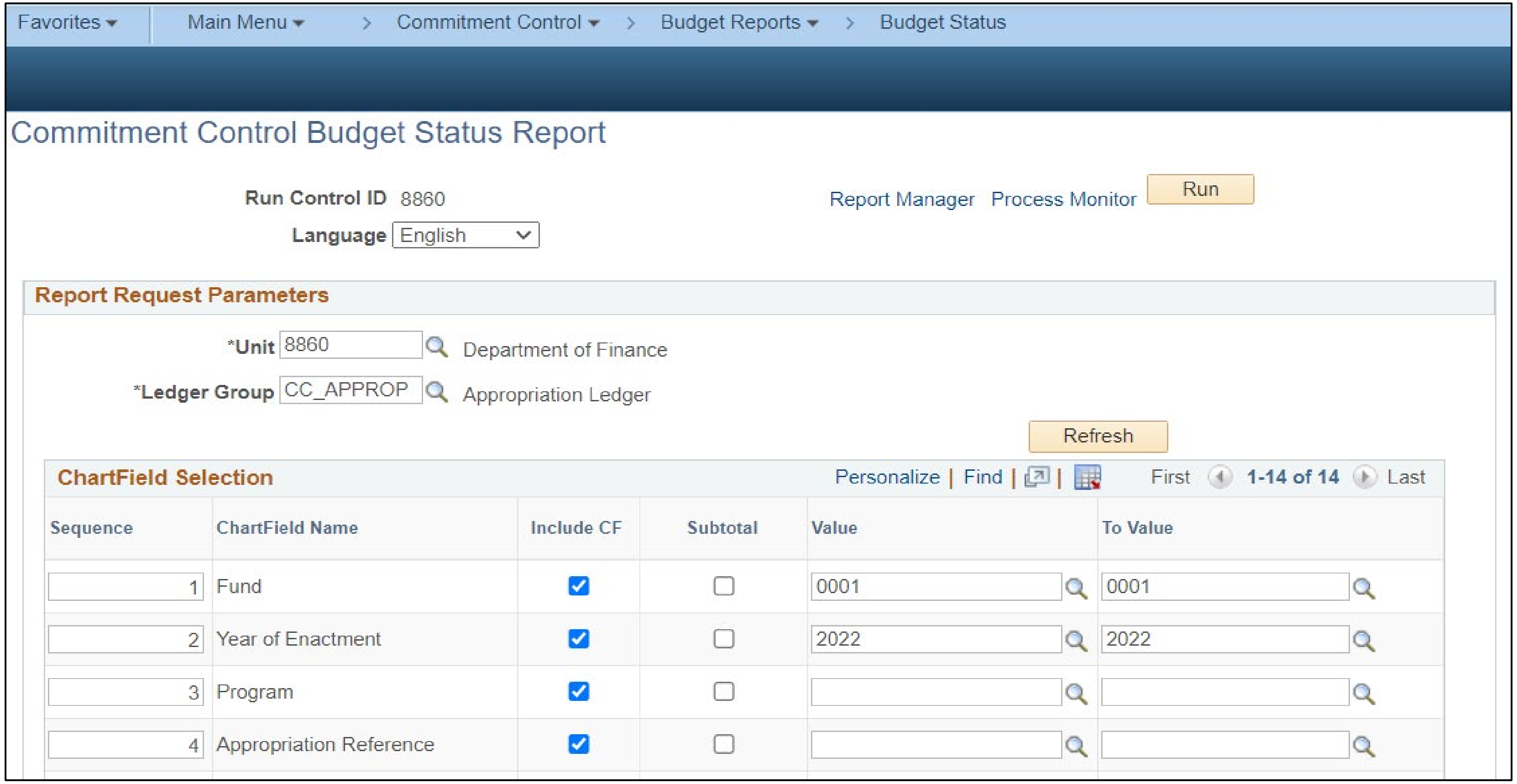
- KK transactions are posted in the ledgers below:

CC_APPROP	Budget Appropriations (Modified Accrual Basis)
CC_CV_APR	Budget Appropriations (Cash Basis)
CC_REV	Budget Reimbursement Authority (Modified Accrual Basis)
CC_CV_REV	Budget Reimbursement Authority (Cash Basis)
CC_DETAIL	Expenditure activity at the detail/lowest level (Modified Accrual Basis)
CC_DTL_REV	Reimbursement and Revenue activity at the detail/lowest level (Modified Accrual Basis)
CC_CLRNG	Budget Appropriation control at the ENY, Fund, and Reference (Modified Accrual Basis)
CC_CVCLRNG	Budget Appropriation control at the ENY, Fund, and Reference (Cash Basis)
CC_REVCLNG	Reimbursement Authority control at the ENY, Fund, and Reference (Modified Accrual Basis)
CC_CVRVCLG	Reimbursement Authority control at the ENY, Fund, and Reference (Cash Basis)

Commitment Control

Budget Status Report

- Reports remaining spending authority for a fund, reference, and program combination.
- Categorizes values by appropriation and the Associated Revenue.
- Departments should review and analyze how budgets have been spent and how much spending authority is remaining.


Favorites
Main Menu
Commitment Control
Budget Reports
Budget Status
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-14 of 14
Last

Commitment Control Budget Status Report

Run Control ID 8860

Language English

Report Request Parameters

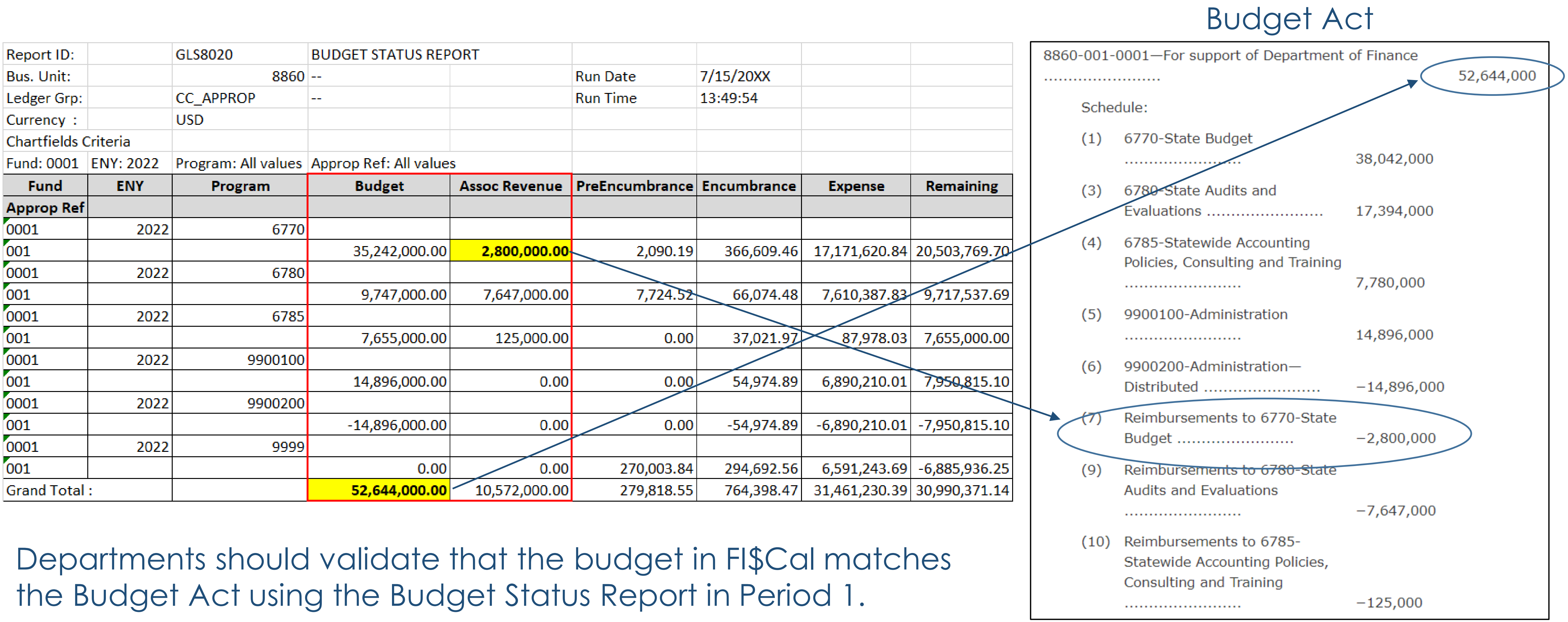
***Unit** 8860 Department of Finance

***Ledger Group** CC_APPROP Appropriation Ledger

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund	☑	☐	0001	0001
2	Year of Enactment	☑	☐	2022	2022
3	Program	☑	☐		
4	Appropriation Reference	☑	☐		

Commitment Control
Budget Status Report



Report ID:		GLS8020	BUDGET STATUS REPORT					
Bus. Unit:		8860	--		Run Date	7/15/20XX		
Ledger Grp:		CC_APPROP	--		Run Time	13:49:54		
Currency :		USD						
Chartfields Criteria								
Fund: 0001	ENY: 2022	Program: All values	Approp Ref: All values					
Fund	**ENY**	**Program**	**Budget**	**Assoc Revenue**	**PreEncumbrance**	**Encumbrance**	**Expense**	**Remaining**
Approp Ref								
0001	2022	6770						
001			35,242,000.00	**2,800,000.00**	2,090.19	366,609.46	17,171,620.84	20,503,769.70
0001	2022	6780						
001			9,747,000.00	7,647,000.00	7,724.52	66,074.48	7,610,387.83	9,717,537.69
0001	2022	6785						
001			7,655,000.00	125,000.00	0.00	37,021.97	87,978.03	7,655,000.00
0001	2022	9900100						
001			14,896,000.00	0.00	0.00	54,974.89	6,890,210.01	7,950,815.10
0001	2022	9900200						
001			-14,896,000.00	0.00	0.00	-54,974.89	-6,890,210.01	-7,950,815.10
0001	2022	9999						
001			0.00	0.00	270,003.84	294,692.56	6,591,243.69	-6,885,936.25
Grand Total :			**52,644,000.00**	10,572,000.00	279,818.55	764,398.47	31,461,230.39	30,990,371.14

Budget Act

8860-001-0001—For support of Department of Finance 52,644,000

Schedule:

(1)	6770-State Budget	38,042,000
(3)	6780-State Audits and Evaluations	17,394,000
(4)	6785-Statewide Accounting Policies, Consulting and Training	7,780,000
(5)	9900100-Administration	14,896,000
(6)	9900200-Administration—Distributed	−14,896,000
(7)	Reimbursements to 6770-State Budget	−2,800,000
(9)	Reimbursements to 6780-State Audits and Evaluations	−7,647,000
(10)	Reimbursements to 6785-Statewide Accounting Policies, Consulting and Training	−125,000

Departments should validate that the budget in FI$Cal matches the Budget Act using the Budget Status Report in Period 1.

Commitment Control
Other Queries and Reports

- Report No. 6, Final Budget Report
  - FI$Cal Processes > FI$Cal Report > GL Reports > Final Budget Report
  - Summary of appropriations, which includes expenditures, encumbrances, and balances for each. See Job Aid FISCal.235.
- DFQ_KK_01_ACTIVITYLOG_SUP_PROJ
  - Provides all transactions reflected in KK. See the section on the Allocation Process for more information.
- DFQ_KK_14_APPRP_ACTIVITY_LEVL
  - Transactions that have passed budget check and are posted to Commitment Control.
- Microsoft Power BI Reports
  - KK History Detail Report – Job Aid FISCal.469
  - Budget to Actuals – Job Aid FISCal.467

General Ledger Overview

General Ledger

- Overview
- Trial Balance Reports

General Ledger

Overview

The General Ledger (GL) is used to sort and summarize individual accounting transactions into the accounts needed to prepare financial reports. Finance maintains the Chart of Accounts for accounting, reporting, and budgetary purposes.

In FI$Cal, the GL is the repository for all financial transactions recorded across all FI$Cal modules. FI$Cal GL transactions flow within the GL module or flow from other Submodules. All Submodules post to GL, making GL the last module to close at month end. GL balances are maintained in the following ledgers:

Modified Accrual Ledger (MODACCRL)

Cash basis and modified accrual transactions. Vouchers, invoices, collections, accruals, labor, etc.

Departmental Adjustment Ledger (DEPTADJ)

Capitalized assets and depreciation and related encumbrances.

Budgetary Legal Ledger (BUDLEGAL)

Cash basis, modified accrual basis, and encumbrance transactions

Cash Basis Ledger (Cash)

Cash transactions

General Ledger
Trial Balance Reports

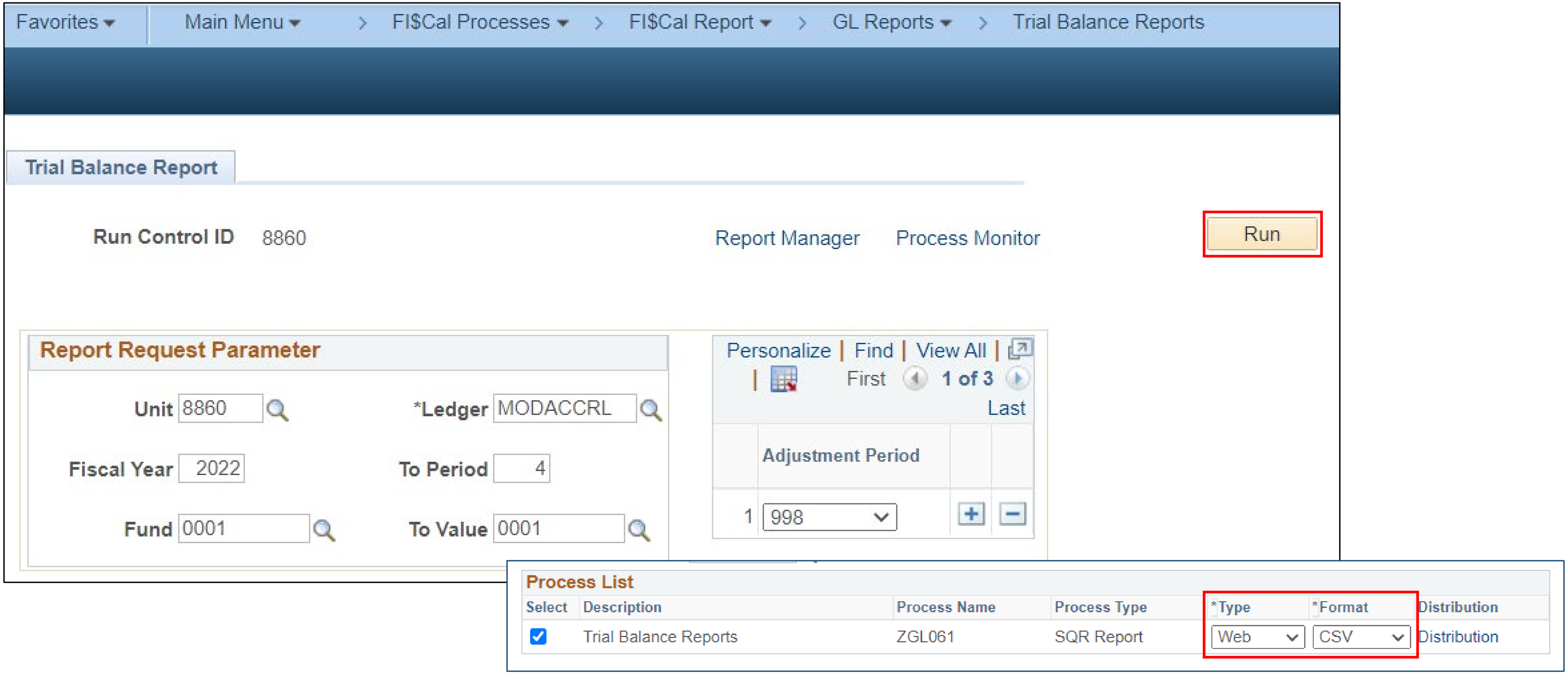
Trial Balance (TB) is one of the main reports used to reconcile GL account balances.

- FI$Cal Processes - Trial Balance Reports
  - Displays the beginning balances, debits, credits, and ending balances by account number and description.
    - Trial Balance Report (ZGL061)
    - Trial Balance Report By Period (ZGL111)

- General Ledger - Trial Balance Report
  - Displays the inception-to-date account activity (debits and credits), not the balance. Users will need to manually create an ending balance column and insert a formula (DR – CR) to calculate the ending balance. This report can be run using departmental ChartField values such as fund, year of enactment, project, and reporting structure.
    - Trial Balance Report (GLS7012)

General Ledger

Trial Balance Reports (ZGL061)


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Trial Balance Reports
Trial Balance Report
Report Manager
Process Monitor
Run
Personalize | Find | View All |
First
1 of 3
Last

Run Control ID 8860

Report Request Parameter

Unit 8860

*Ledger MODACCRL

Fiscal Year 2022

To Period 4

Fund 0001

To Value 0001

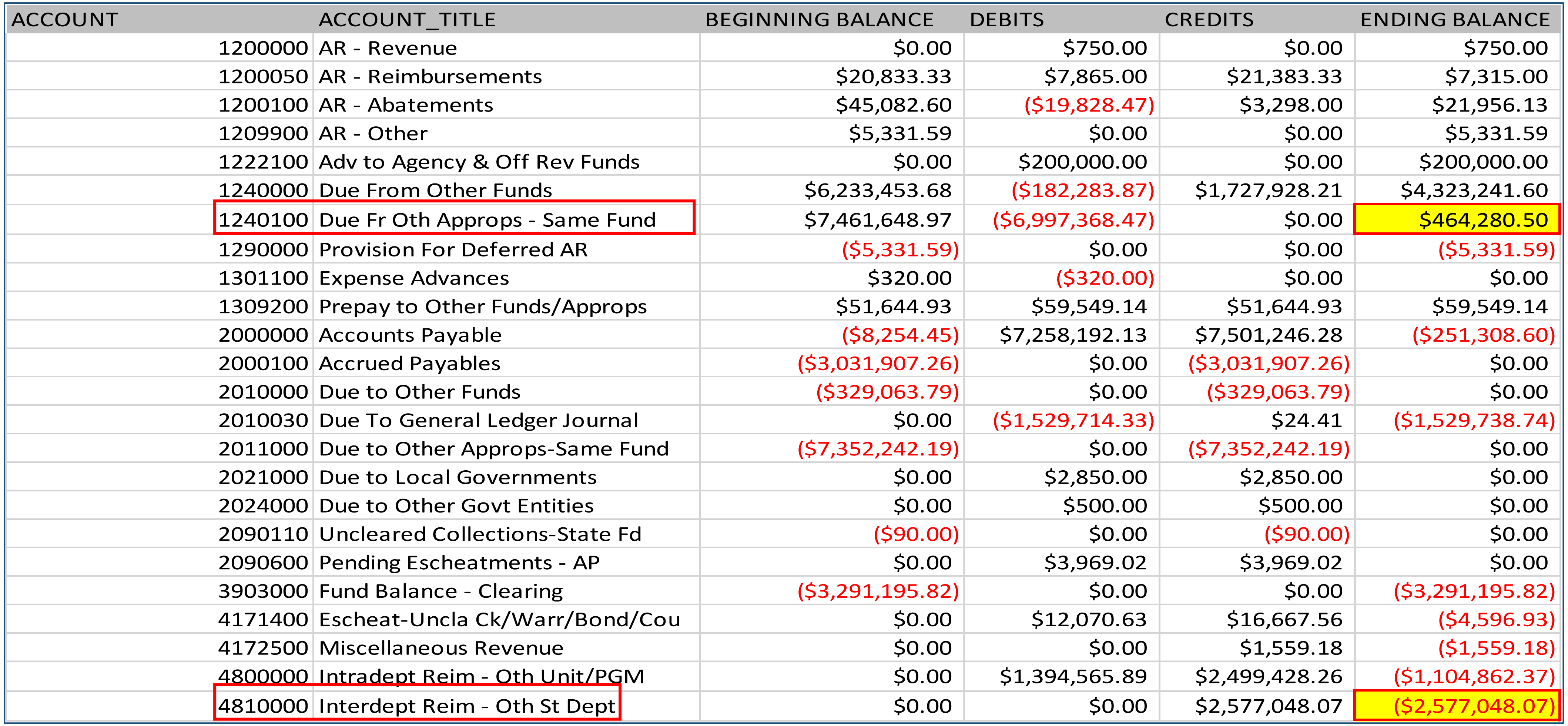
	Adjustment Period
1	998

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Trial Balance Reports	ZGL061	SQR Report	Web	CSV	Distribution

General Ledger

Trial Balance Reports (ZGL061)

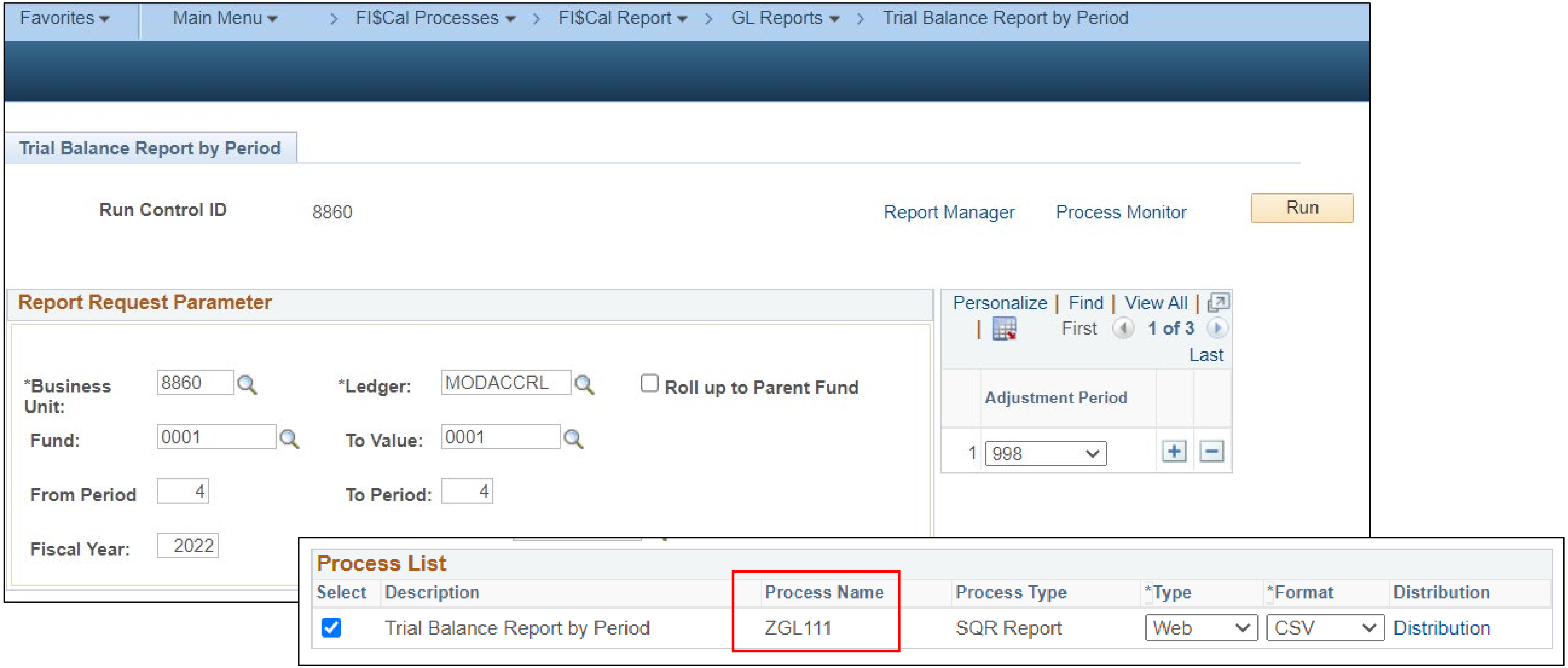


ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1200000	AR - Revenue	$0.00	$750.00	$0.00	$750.00
1200050	AR - Reimbursements	$20,833.33	$7,865.00	$21,383.33	$7,315.00
1200100	AR - Abatements	$45,082.60	($19,828.47)	$3,298.00	$21,956.13
1209900	AR - Other	$5,331.59	$0.00	$0.00	$5,331.59
1222100	Adv to Agency & Off Rev Funds	$0.00	$200,000.00	$0.00	$200,000.00
1240000	Due From Other Funds	$6,233,453.68	($182,283.87)	$1,727,928.21	$4,323,241.60
1240100	Due Fr Oth Approps - Same Fund	$7,461,648.97	($6,997,368.47)	$0.00	$464,280.50
1290000	Provision For Deferred AR	($5,331.59)	$0.00	$0.00	($5,331.59)
1301100	Expense Advances	$320.00	($320.00)	$0.00	$0.00
1309200	Prepay to Other Funds/Approps	$51,644.93	$59,549.14	$51,644.93	$59,549.14
2000000	Accounts Payable	($8,254.45)	$7,258,192.13	$7,501,246.28	($251,308.60)
2000100	Accrued Payables	($3,031,907.26)	$0.00	($3,031,907.26)	$0.00
2010000	Due to Other Funds	($329,063.79)	$0.00	($329,063.79)	$0.00
2010030	Due To General Ledger Journal	$0.00	($1,529,714.33)	$24.41	($1,529,738.74)
2011000	Due to Other Approps-Same Fund	($7,352,242.19)	$0.00	($7,352,242.19)	$0.00
2021000	Due to Local Governments	$0.00	$2,850.00	$2,850.00	$0.00
2024000	Due to Other Govt Entities	$0.00	$500.00	$500.00	$0.00
2090110	Uncleared Collections-State Fd	($90.00)	$0.00	($90.00)	$0.00
2090600	Pending Escheatments - AP	$0.00	$3,969.02	$3,969.02	$0.00
3903000	Fund Balance - Clearing	($3,291,195.82)	$0.00	$0.00	($3,291,195.82)
4171400	Escheat-Uncla Ck/Warr/Bond/Cou	$0.00	$12,070.63	$16,667.56	($4,596.93)
4172500	Miscellaneous Revenue	$0.00	$0.00	$1,559.18	($1,559.18)
4800000	Intradept Reim - Oth Unit/PGM	$0.00	$1,394,565.89	$2,499,428.26	($1,104,862.37)
4810000	Interdept Reim - Oth St Dept	$0.00	$0.00	$2,577,048.07	($2,577,048.07)

Let's look at these two accounts as we go through TB reports.

General Ledger

Trial Balance Report By Period (ZGL111)


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Trial Balance Report by Period
Report Manager
Process Monitor
Run
Personalize | Find | View All
First 1 of 3 Last

Trial Balance Report by Period

Run Control ID 8860

Report Request Parameter

***Business Unit:** 8860

***Ledger:** MODACCRL

☐ **Roll up to Parent Fund**

Fund: 0001

To Value: 0001

From Period 4

To Period: 4

Fiscal Year: 2022

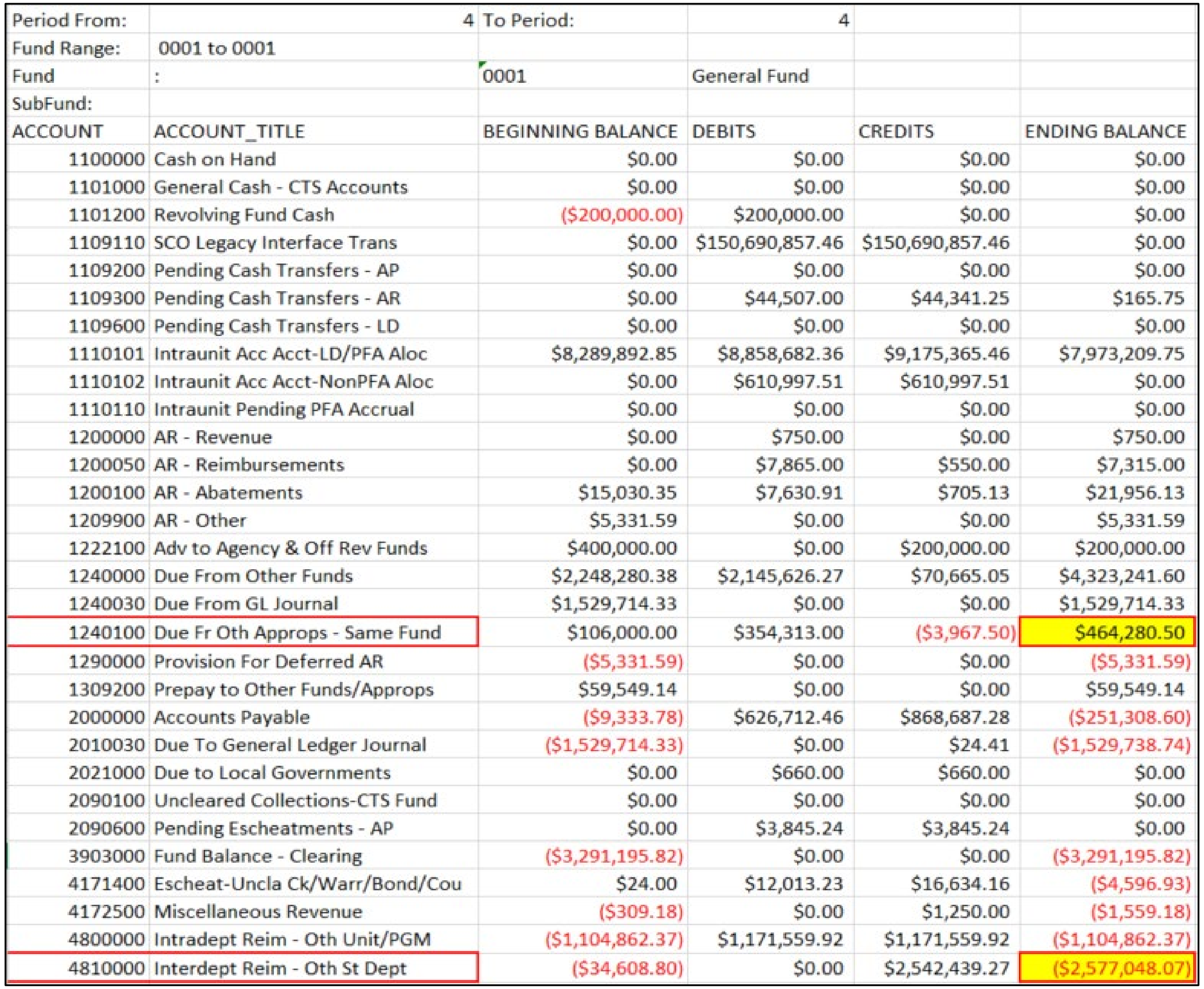
	Adjustment Period
1	998

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Trial Balance Report by Period	ZGL111	SQR Report	Web	CSV	Distribution

General Ledger

Trial Balance Report By Period (ZGL111)

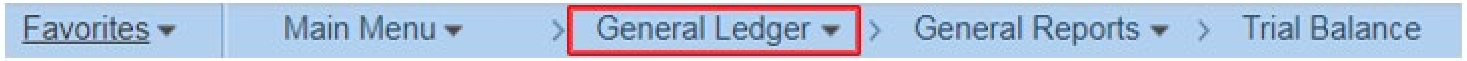


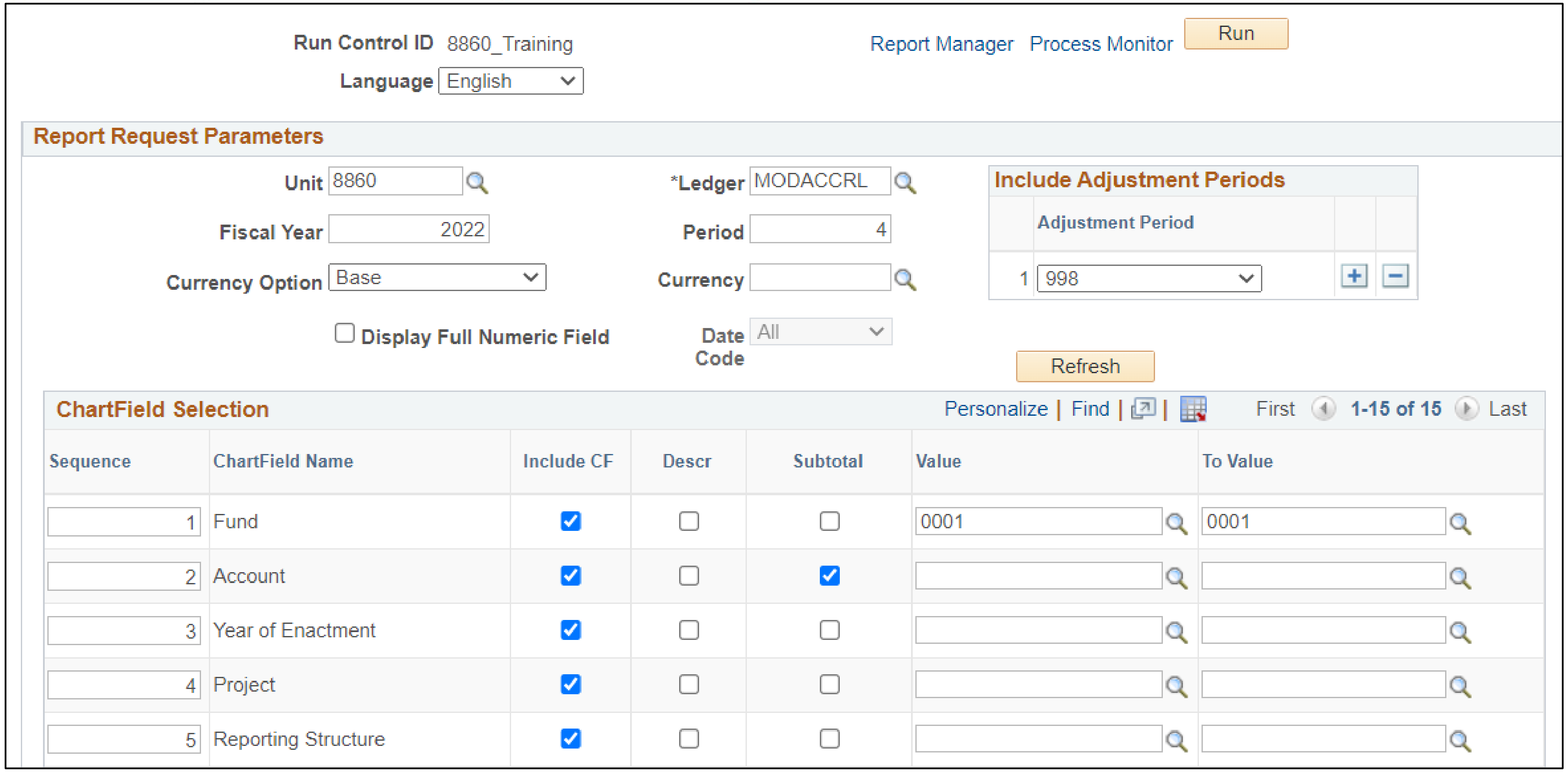
Period From:	4	To Period:	4		
Fund Range:	0001 to 0001				
Fund	:	0001	General Fund		
SubFund:					
ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$0.00	$0.00	$0.00	$0.00
1101000	General Cash - CTS Accounts	$0.00	$0.00	$0.00	$0.00
1101200	Revolving Fund Cash	($200,000.00)	$200,000.00	$0.00	$0.00
1109110	SCO Legacy Interface Trans	$0.00	$150,690,857.46	$150,690,857.46	$0.00
1109200	Pending Cash Transfers - AP	$0.00	$0.00	$0.00	$0.00
1109300	Pending Cash Transfers - AR	$0.00	$44,507.00	$44,341.25	$165.75
1109600	Pending Cash Transfers - LD	$0.00	$0.00	$0.00	$0.00
1110101	Intraunit Acc Acct-LD/PFA Aloc	$8,289,892.85	$8,858,682.36	$9,175,365.46	$7,973,209.75
1110102	Intraunit Acc Acct-NonPFA Aloc	$0.00	$610,997.51	$610,997.51	$0.00
1110110	Intraunit Pending PFA Accrual	$0.00	$0.00	$0.00	$0.00
1200000	AR - Revenue	$0.00	$750.00	$0.00	$750.00
1200050	AR - Reimbursements	$0.00	$7,865.00	$550.00	$7,315.00
1200100	AR - Abatements	$15,030.35	$7,630.91	$705.13	$21,956.13
1209900	AR - Other	$5,331.59	$0.00	$0.00	$5,331.59
1222100	Adv to Agency & Off Rev Funds	$400,000.00	$0.00	$200,000.00	$200,000.00
1240000	Due From Other Funds	$2,248,280.38	$2,145,626.27	$70,665.05	$4,323,241.60
1240030	Due From GL Journal	$1,529,714.33	$0.00	$0.00	$1,529,714.33
1240100	Due Fr Oth Approps - Same Fund	$106,000.00	$354,313.00	($3,967.50)	$464,280.50
1290000	Provision For Deferred AR	($5,331.59)	$0.00	$0.00	($5,331.59)
1309200	Prepay to Other Funds/Approps	$59,549.14	$0.00	$0.00	$59,549.14
2000000	Accounts Payable	($9,333.78)	$626,712.46	$868,687.28	($251,308.60)
2010030	Due To General Ledger Journal	($1,529,714.33)	$0.00	$24.41	($1,529,738.74)
2021000	Due to Local Governments	$0.00	$660.00	$660.00	$0.00
2090100	Uncleared Collections-CTS Fund	$0.00	$0.00	$0.00	$0.00
2090600	Pending Escheatments - AP	$0.00	$3,845.24	$3,845.24	$0.00
3903000	Fund Balance - Clearing	($3,291,195.82)	$0.00	$0.00	($3,291,195.82)
4171400	Escheat-Uncla Ck/Warr/Bond/Cou	$24.00	$12,013.23	$16,634.16	($4,596.93)
4172500	Miscellaneous Revenue	($309.18)	$0.00	$1,250.00	($1,559.18)
4800000	Intradept Reim - Oth Unit/PGM	($1,104,862.37)	$1,171,559.92	$1,171,559.92	($1,104,862.37)
4810000	Interdept Reim - Oth St Dept	($34,608.80)	$0.00	$2,542,439.27	($2,577,048.07)

Let's look at these two accounts as we go through TB reports.

General Ledger

Trial Balance Report – General Ledger (GLS7012)


Favorites
Main Menu
General Ledger
General Reports
Trial Balance


Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
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Run Control ID 8860_Training

Language English

Report Request Parameters

Unit 8860

***Ledger** MODACCRL

Fiscal Year 2022

Period 4

Currency Option Base

Currency

☐ **Display Full Numeric Field**

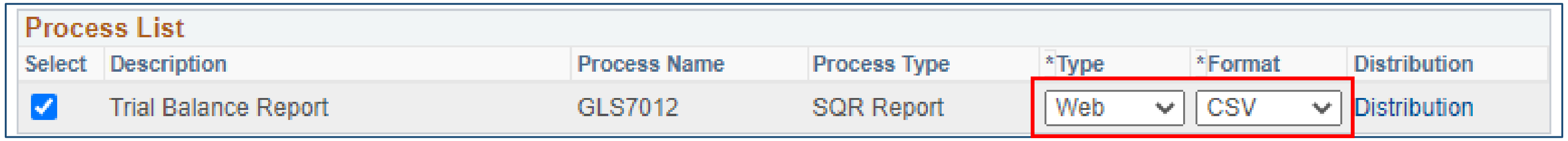
Date Code All

Include Adjustment Periods

	Adjustment Period
1	998

ChartField Selection 1-15 of 15

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund	☑	☐	☐	0001	0001
2	Account	☑	☐	☑		
3	Year of Enactment	☑	☐	☐		
4	Project	☑	☐	☐		
5	Reporting Structure	☑	☐	☐		

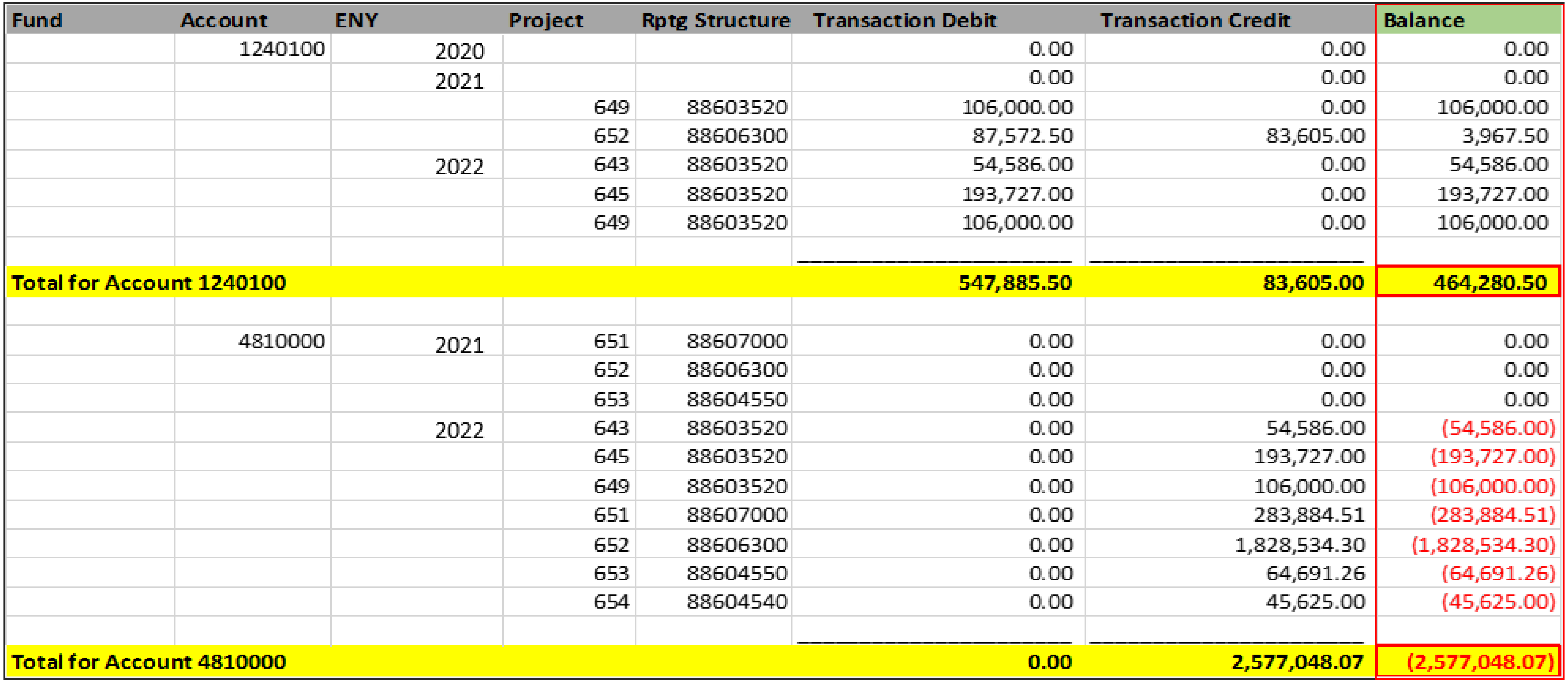


Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Trial Balance Report	GLS7012	SQR Report	Web	CSV	Distribution

General Ledger

Trial Balance Report – General Ledger (GLS7012)



Fund	Account	ENY	Project	Rptg Structure	Transaction Debit	Transaction Credit	Balance
	1240100	2020			0.00	0.00	0.00
		2021			0.00	0.00	0.00
			649	88603520	106,000.00	0.00	106,000.00
			652	88606300	87,572.50	83,605.00	3,967.50
		2022	643	88603520	54,586.00	0.00	54,586.00
			645	88603520	193,727.00	0.00	193,727.00
			649	88603520	106,000.00	0.00	106,000.00
Total for Account 1240100					**547,885.50**	**83,605.00**	**464,280.50**
	4810000	2021	651	88607000	0.00	0.00	0.00
			652	88606300	0.00	0.00	0.00
			653	88604550	0.00	0.00	0.00
		2022	643	88603520	0.00	54,586.00	(54,586.00)
			645	88603520	0.00	193,727.00	(193,727.00)
			649	88603520	0.00	106,000.00	(106,000.00)
			651	88607000	0.00	283,884.51	(283,884.51)
			652	88606300	0.00	1,828,534.30	(1,828,534.30)
			653	88604550	0.00	64,691.26	(64,691.26)
			654	88604540	0.00	45,625.00	(45,625.00)
Total for Account 4810000					**0.00**	**2,577,048.07**	**(2,577,048.07)**

Note: Balance column was manually added and filled with the formula Debit – Credit.

Pre-Closing Activities

Pre-Closing Activities

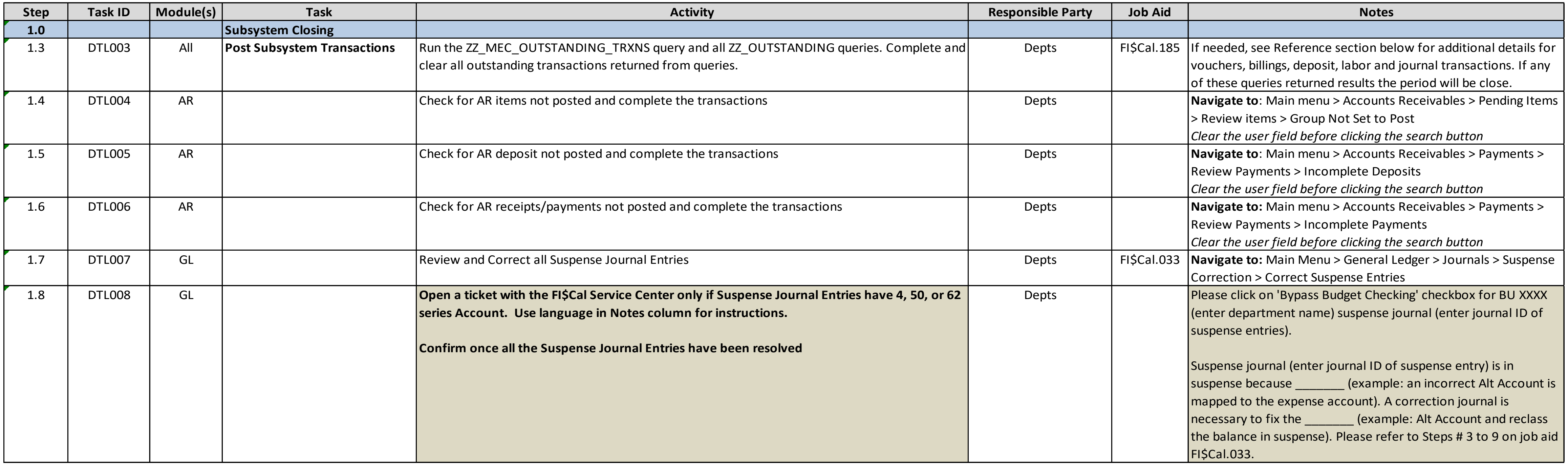
- Timeline for Submodule Closure
- ZZ_MEC Queries and Suspense Entries
- Clear Accounts Payable Module
- Clear Accounts Receivable Module
- Incomplete Transactions, Deposits, Payments
- Additional Queries
- Month-End Close Automation Process
- Verify Submodules Are Closed
- Update MEC Dashboard

Pre-Closing Activities

Timelines for Submodule Closure

The timeline to close submodule for the period is typically the first week of the following month. Departments should establish tasks and responsibilities to complete the Month-End Close (MEC) activities on a timely basis.

Submodule closure occurs when all submodule transactions for the accounting period have been posted to the GL. Each submodule contains pre-built queries to identify accounting entries not sent to the GL.



Step	Task ID	Module(s)	Task	Activity	Responsible Party	Job Aid	Notes
1.0			Subsystem Closing				
1.3	DTL003	All	**Post Subsystem Transactions**	Run the ZZ_MEC_OUTSTANDING_TRXNS query and all ZZ_OUTSTANDING queries. Complete and clear all outstanding transactions returned from queries.	Depts	FI$Cal.185	If needed, see Reference section below for additional details for vouchers, billings, deposit, labor and journal transactions. If any of these queries returned results the period will be close.
1.4	DTL004	AR		Check for AR items not posted and complete the transactions	Depts		**Navigate to**: Main menu > Accounts Receivables > Pending Items > Review items > Group Not Set to Post *Clear the user field before clicking the search button*
1.5	DTL005	AR		Check for AR deposit not posted and complete the transactions	Depts		**Navigate to**: Main menu > Accounts Receivables > Payments > Review Payments > Incomplete Deposits *Clear the user field before clicking the search button*
1.6	DTL006	AR		Check for AR receipts/payments not posted and complete the transactions	Depts		**Navigate to:** Main menu > Accounts Receivables > Payments > Review Payments > Incomplete Payments *Clear the user field before clicking the search button*
1.7	DTL007	GL		Review and Correct all Suspense Journal Entries	Depts	FI$Cal.033	**Navigate to:** Main Menu > General Ledger > Journals > Suspense Correction > Correct Suspense Entries
1.8	DTL008	GL		**Open a ticket with the FI$Cal Service Center only if Suspense Journal Entries have 4, 50, or 62 series Account. Use language in Notes column for instructions.** **Confirm once all the Suspense Journal Entries have been resolved**	Depts		Please click on 'Bypass Budget Checking' checkbox for BU XXXX (enter department name) suspense journal (enter journal ID of suspense entries). Suspense journal (enter journal ID of suspense entry) is in suspense because _______ (example: an incorrect Alt Account is mapped to the expense account). A correction journal is necessary to fix the _______ (example: Alt Account and reclass the balance in suspense). Please refer to Steps # 3 to 9 on job aid FI$Cal.033.

Steps from Job Aid FISCal.009 – Run the Month End Process: Run ZZ_MEC_OUTSTANDING_TRXNS, Group Not Set To Post, Incomplete Payments, and Correct Suspense Journal Entries. Updated 10/2022.

Pre-Closing Activities
ZZ_MEC Queries and Suspense Entries

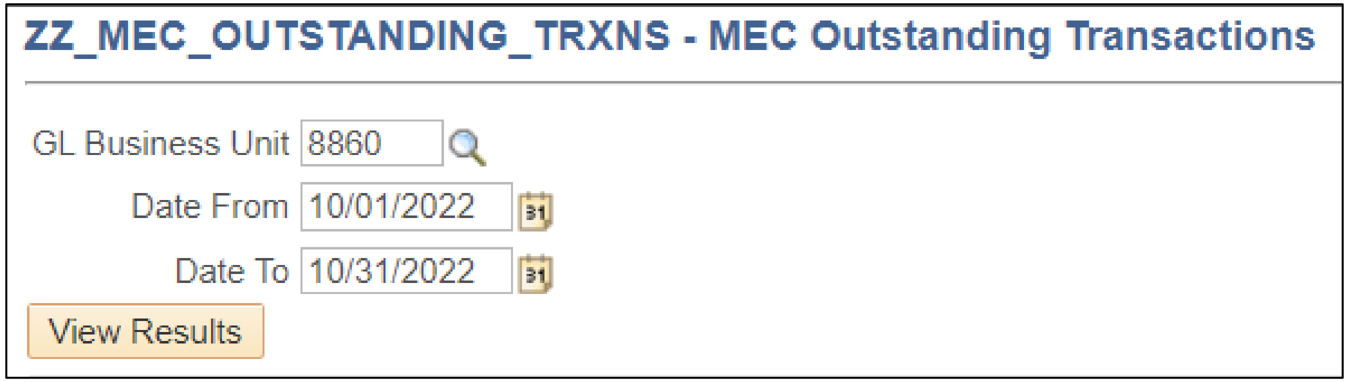
After departments run labor allocation and post transactions in the submodules, they must run the below queries and resolve any errors before closing submodules. These queries will identify outstanding transactions not posted in the GL module. Contact FSC for assistance if necessary.

- **ZZ_MEC_OUTSTANDING_TRXNS**
  - This query consolidated four existing outstanding queries (Voucher, Deposit, Items and Journal) identified in the Job Aid FISCal.009.
  - Job Aid FISCal.185 provides a list of various outstanding queries and descriptions.

- **ZZ_MEC_ENTRIES_NOT_SENT_TO_GL**
  - Transaction did not post in the GL module.
  - Job Aid FISCal.037 provides additional queries and descriptions.

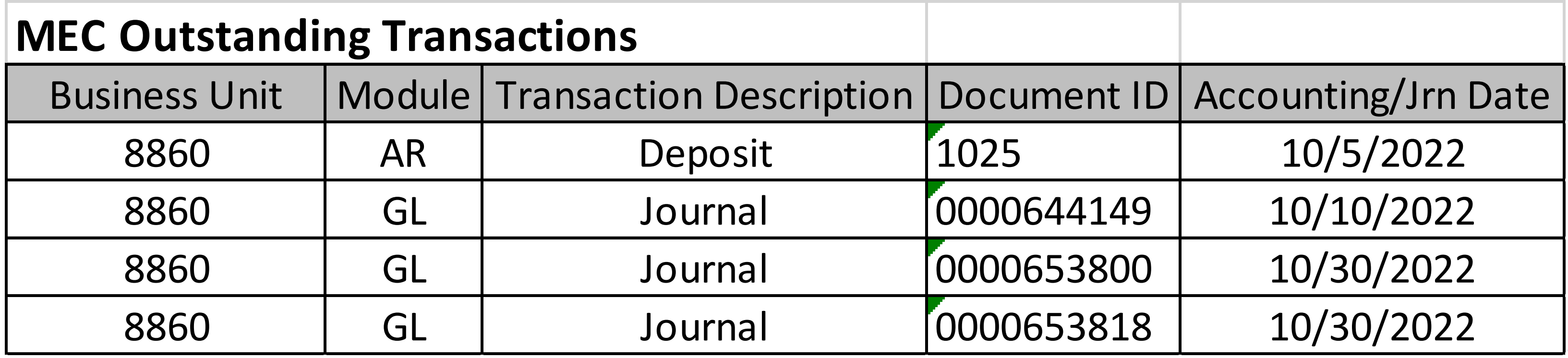
- **Correct Suspense Entries**
  - General Ledger > Journals > Suspense Correction > Correct Suspense Entries.
  - Job Aid FISCal.033 provides instruction to identify and correct suspense entries.

Pre-Closing Activities
ZZ_MEC Queries



ZZ_MEC_OUTSTANDING_TRXNS - MEC Outstanding Transactions

GL Business Unit 8860
Date From 10/01/2022
Date To 10/31/2022

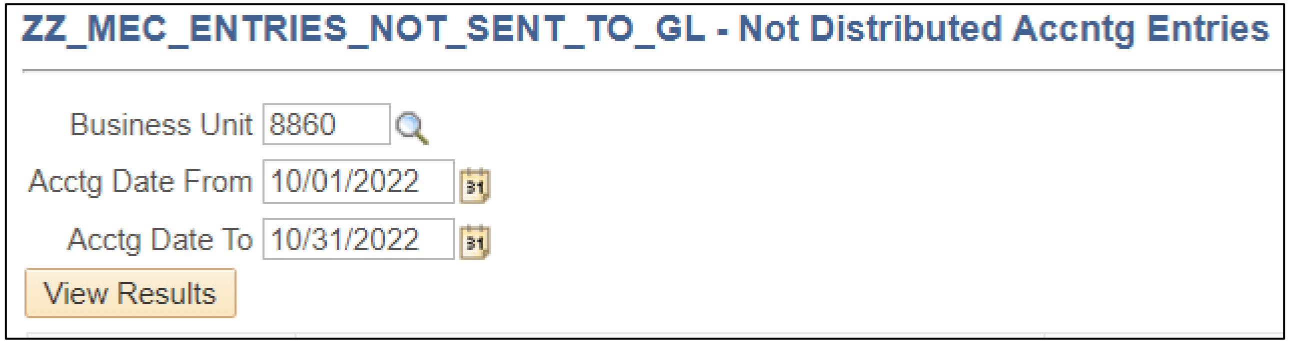


MEC Outstanding Transactions

Business Unit	Module	Transaction Description	Document ID	Accounting/Jrn Date
8860	AR	Deposit	1025	10/5/2022
8860	GL	Journal	0000644149	10/10/2022
8860	GL	Journal	0000653800	10/30/2022
8860	GL	Journal	0000653818	10/30/2022

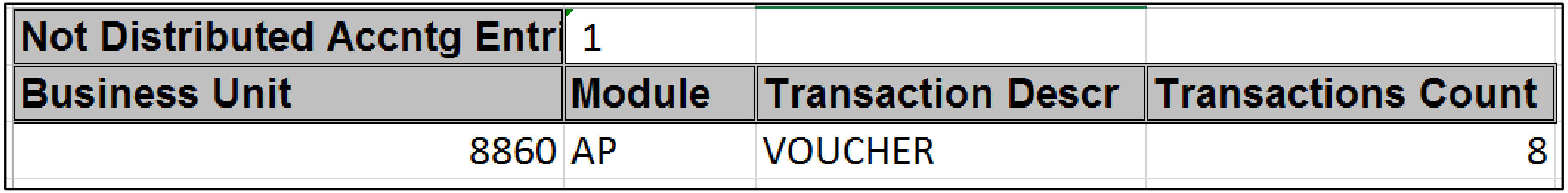
Must clear these transactions before closing modules.

Pre-Closing Activities
ZZ_MEC Queries



ZZ_MEC_ENTRIES_NOT_SENT_TO_GL - Not Distributed Accntg Entries

Business Unit 8860
Acctg Date From 10/01/2022
Acctg Date To 10/31/2022



Not Distributed Accntg Entri	1		
Business Unit	**Module**	**Transaction Descr**	**Transactions Count**
8860	AP	VOUCHER	8

Example:

- There are eight (8) Accounts Payable (AP) transactions not sent to GL.
- Run ZZ_AP_ACCTENTRIES_NOTSENTTO_GL query to see voucher numbers.
    - Displays all AP accounting entries not journal-generated.
    - Vouchers are required to journal-generate to the GL and post before the amount can be reported on GL reports.

Pre-Closing Activities
Clear Accounts Payable Module

- DGS invoices, SCO CalATERS invoices, and other interunit billing invoices may interface into FI$Cal Accounts Payable (AP) module unsuccessfully due to invalid ChartFields, etc. These voucher build errors must be cleared before closing the AP module.
    - Methods to pull up Voucher Build Errors:
        - Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail
        - DFQ_AP_05_VOUCHER_BUILD_ERROR
    - Procedures to correct Voucher Build Errors:
        - Job Aid FISCal.226 - Voucher build errors
        - Finance eLearning AP3 - View and Correct Voucher Build Errors
- Ensure all AP vouchers are entered and approved prior to closing the period. Vouchers awaiting department/SCO approval will delay closing.

Note: It is recommended to review the query/report for voucher build errors daily.

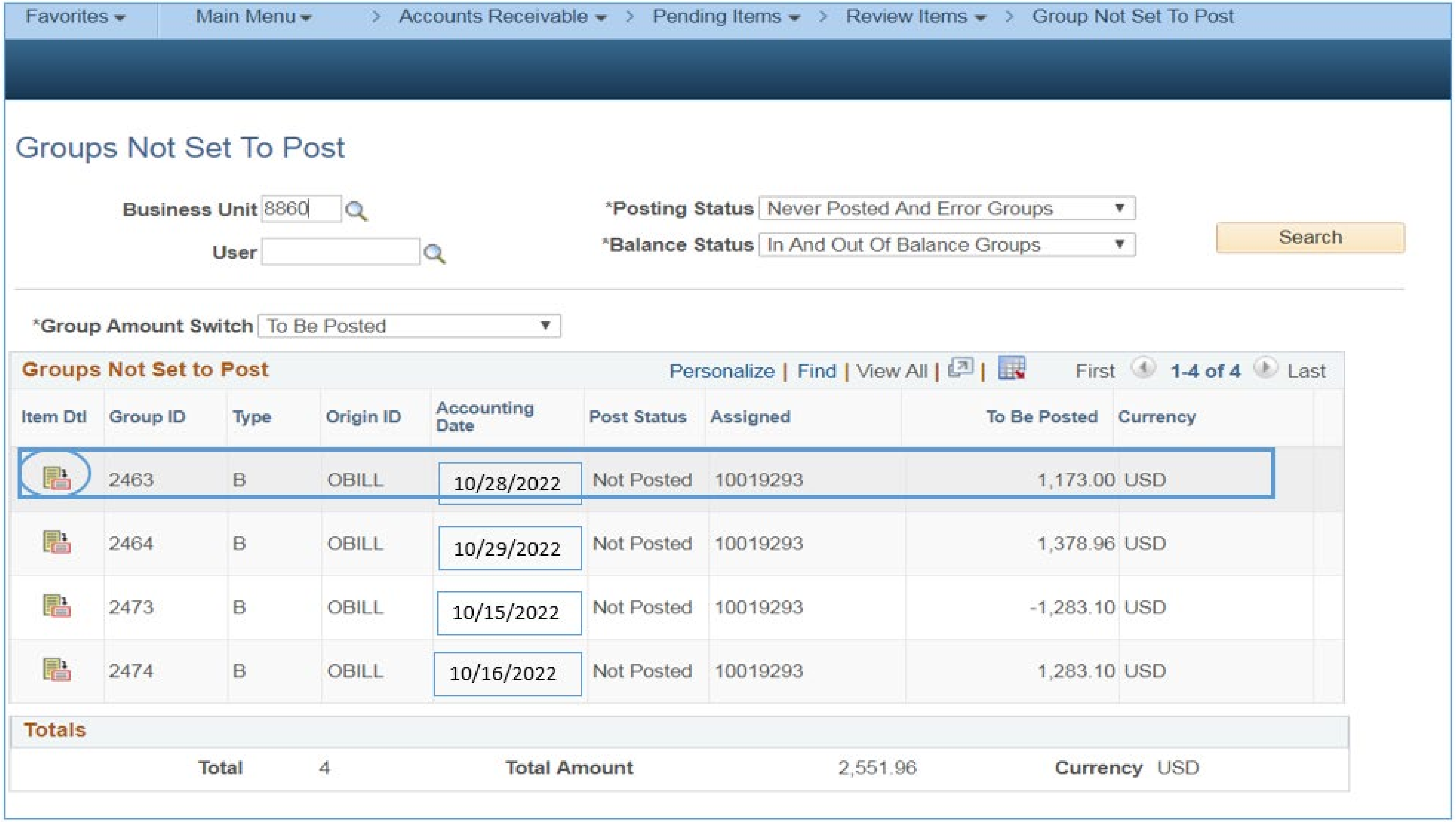
Pre-Closing Activities
Clear Accounts Receivable Module

- **Clear incomplete transactions in the Accounts Receivable (AR) module:**
  - Group Not Set To Post
  - Incomplete Deposits
  - Incomplete Payments
- **ZZ_ARITEM_ENTRIES_NOTSENTTO_GL**
  - Displays all AR Item accounting entries that have not been journal-generated.
- **ZZ_ARITEM_NOTSENTTOGL_WGROUPID**
  - Displays AR group IDs completed in AR module not journal-generated.
- **ZZ_ARMISC_ENTRIES_NOTSENTTO_GL**
  - Displays all receipt accounting entries not journal-generated.
- **DFQ_AR_11_INCOMPLETE_DEPOSITS**
  - Displays all incomplete deposits.
- **DFQ_AR_12_INCOMPLETE_PAYMENTS**
  - Displays all incomplete payments.

Note: It is recommended to run these queries on a daily basis to identify and correct incomplete transactions and transactions not sent to GL timely.

Pre-Closing Activities
Incomplete Transactions

Groups Not Set To Post


Favorites
Main Menu
Accounts Receivable
Pending Items
Review Items
Group Not Set To Post
Search
Personalize | Find | View All
First
1-4 of 4
Last

Groups Not Set To Post

Business Unit 8860

User

***Posting Status** Never Posted And Error Groups

***Balance Status** In And Out Of Balance Groups

***Group Amount Switch** To Be Posted

Groups Not Set to Post

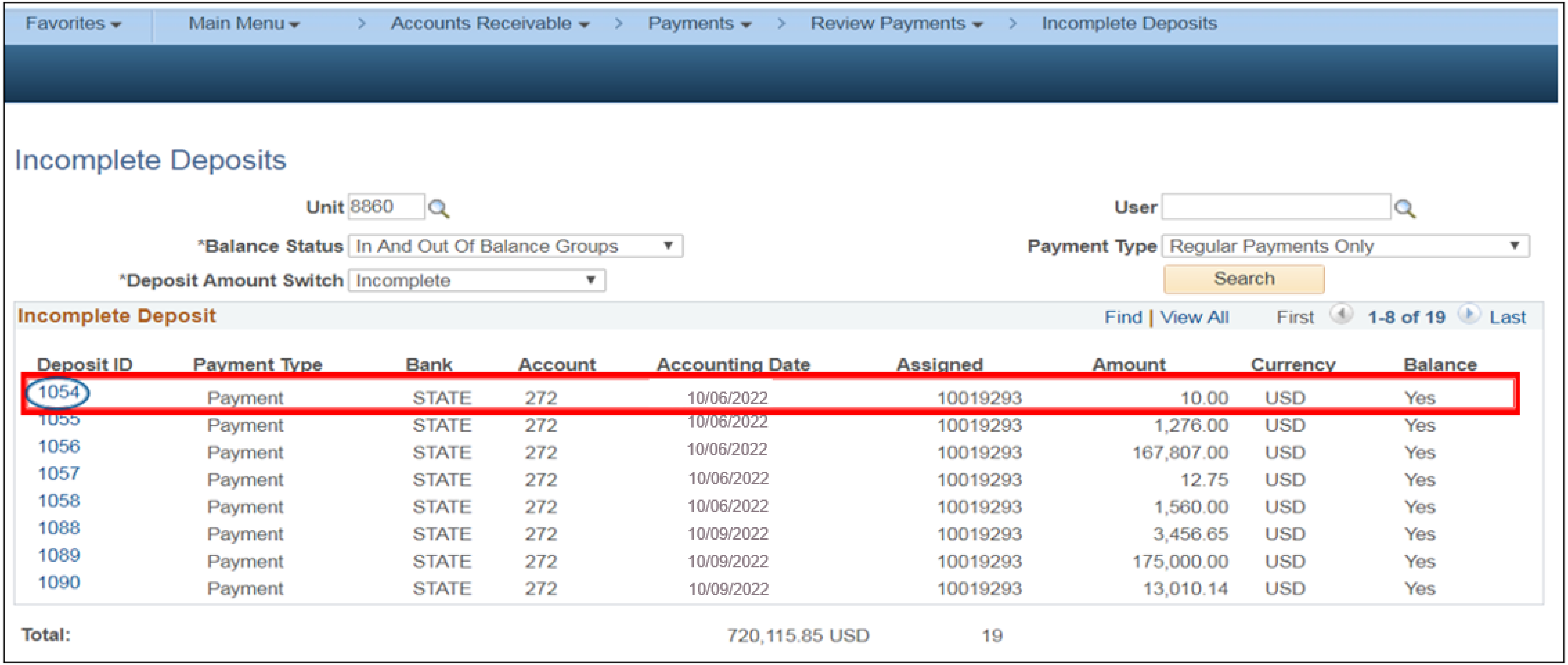
Item Dtl	Group ID	Type	Origin ID	Accounting Date	Post Status	Assigned	To Be Posted	Currency
	2463	B	OBILL	10/28/2022	Not Posted	10019293	1,173.00	USD
	2464	B	OBILL	10/29/2022	Not Posted	10019293	1,378.96	USD
	2473	B	OBILL	10/15/2022	Not Posted	10019293	-1,283.10	USD
	2474	B	OBILL	10/16/2022	Not Posted	10019293	1,283.10	USD

Totals

Total 4 **Total Amount** 2,551.96 **Currency** USD

Pre-Closing Activities
Incomplete Deposits

Review and clear AR module


Favorites
Main Menu
Accounts Receivable
Payments
Review Payments
Incomplete Deposits

Incomplete Deposits

Unit 8860

User

*Balance Status In And Out Of Balance Groups

Payment Type Regular Payments Only

*Deposit Amount Switch Incomplete

Search

Incomplete Deposit

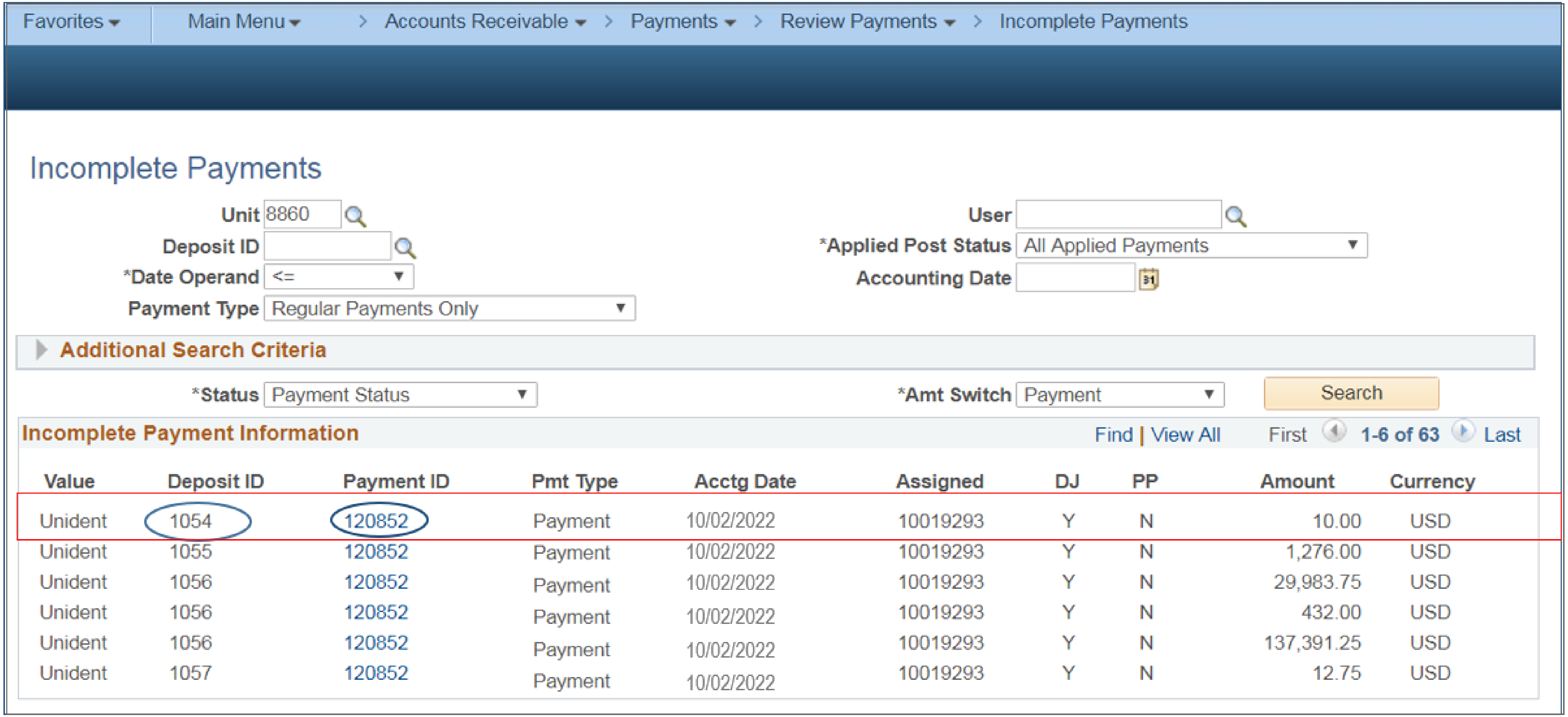
Find | View All First 1-8 of 19 Last

Deposit ID	Payment Type	Bank	Account	Accounting Date	Assigned	Amount	Currency	Balance
1054	Payment	STATE	272	10/06/2022	10019293	10.00	USD	Yes
1055	Payment	STATE	272	10/06/2022	10019293	1,276.00	USD	Yes
1056	Payment	STATE	272	10/06/2022	10019293	167,807.00	USD	Yes
1057	Payment	STATE	272	10/06/2022	10019293	12.75	USD	Yes
1058	Payment	STATE	272	10/06/2022	10019293	1,560.00	USD	Yes
1088	Payment	STATE	272	10/09/2022	10019293	3,456.65	USD	Yes
1089	Payment	STATE	272	10/09/2022	10019293	175,000.00	USD	Yes
1090	Payment	STATE	272	10/09/2022	10019293	13,010.14	USD	Yes

Total: 720,115.85 USD 19

Pre-Closing Activities
Incomplete Payments

Review and clear AR module



Favorites
Main Menu > Accounts Receivable > Payments > Review Payments > Incomplete Payments

Incomplete Payments

Unit: 8860
Deposit ID:
*Date Operand: <=
Payment Type: Regular Payments Only
User:
*Applied Post Status: All Applied Payments
Accounting Date:

Additional Search Criteria

*Status: Payment Status
*Amt Switch: Payment

Search

Incomplete Payment Information

Find | View All
First
1-6 of 63
Last

Value	Deposit ID	Payment ID	Pmt Type	Acctg Date	Assigned	DJ	PP	Amount	Currency
Unident	1054	120852	Payment	10/02/2022	10019293	Y	N	10.00	USD
Unident	1055	120852	Payment	10/02/2022	10019293	Y	N	1,276.00	USD
Unident	1056	120852	Payment	10/02/2022	10019293	Y	N	29,983.75	USD
Unident	1056	120852	Payment	10/02/2022	10019293	Y	N	432.00	USD
Unident	1056	120852	Payment	10/02/2022	10019293	Y	N	137,391.25	USD
Unident	1057	120852	Payment	10/02/2022	10019293	Y	N	12.75	USD

Pre-Closing Activities
Additional Queries

- **Labor Distribution (LD) – ZZ_LD_ENTRIES_NOTSENTTO_GL**
  - Displays all LD accounting entries that have not been journal-generated.
  - Journal entries will be recorded to the GL module the day after LD is completed.
- **Asset Management (AM) - ZZ_AM_ACCT_ENTRIES_NOT_SENT_TO**
  - Displays all AM accounting entries that have not been journal-generated.
  - AM entries will be recorded to the GL module the day after asset depreciation is completed.
- **Cash Management (CM) ZZ_CM_ENTRIES_NOTSENTTO_GL**
  - Displays all CM accounting entries that have not been journal-generated.
- **ZZ_SUBSYS_JRNL_NOT_POSTED**
  - Displays journals that have not been posted in the GL module by journal ID, journal date, and business unit.
  - Status fields and ChartFields are included in this query.
  - Refer to Job Aid FISCal.037 (Reconciling Submodule Accounting Entries to the General Ledger 2.0) for additional reference in clearing issues.

Note: All submodule accounting entries are required to journal-generate to the GL module and post before the amount will be reported on GL reports.

Pre-Closing Activities
Month-End Close Automation Process

Job Aid FISCal.431 provides instructions to automatically close submodules and subsequent AM/GL/PC modules in real time.

Role: Z_DEPT_GL_MEC_ADMIN

Submodules:

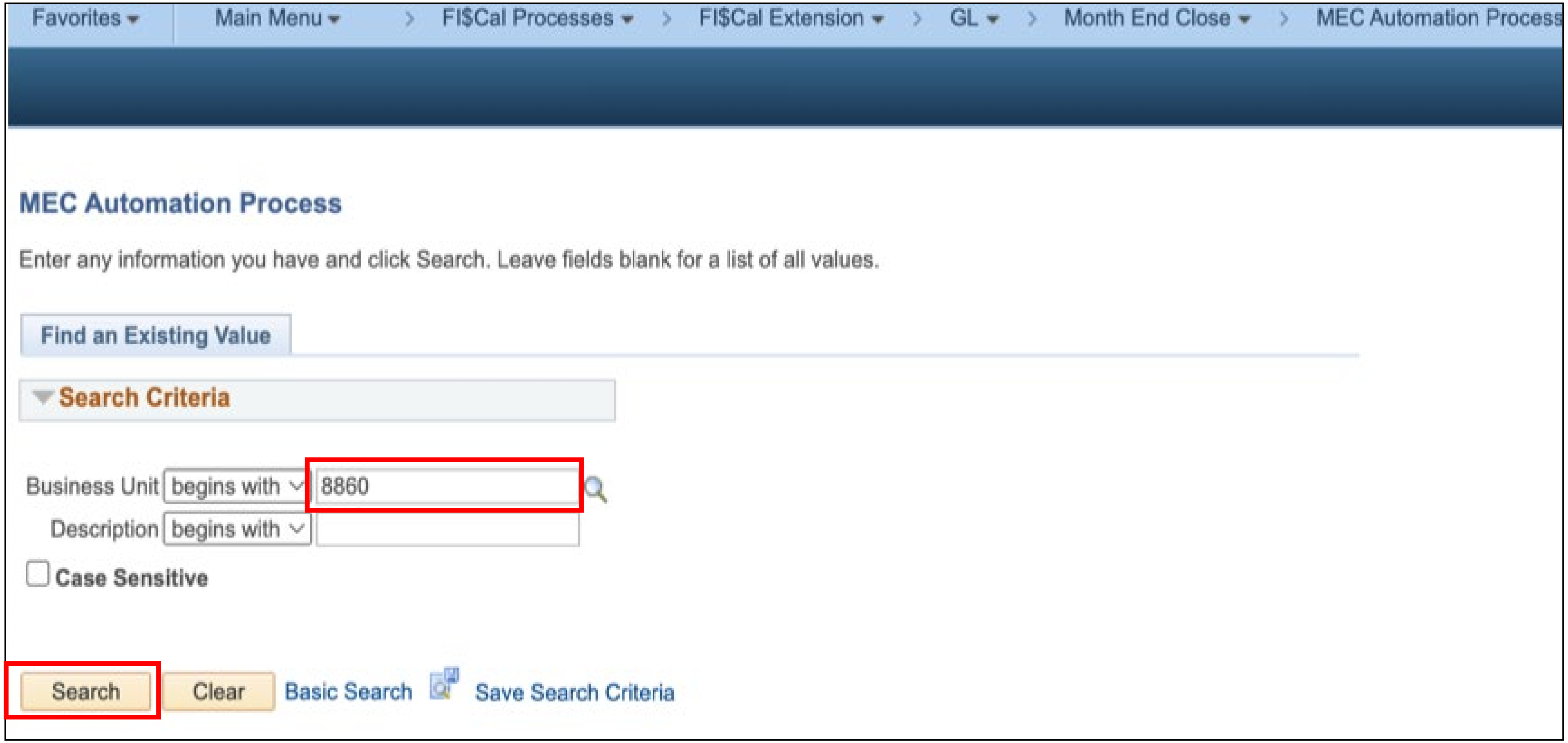
- Run queries for all submodules at once or individual modules.
- If no pending transactions are identified, the system sends an e-mail to the State Controller's Office (SCO) to close the period.
- If pending transactions are found, the system sends an e-mail to the department with a pending transactions query attachment for correction.
- After the corrections are made, the department re-runs the same process to close the module(s).
- The automation process closes submodules individually.

AM/GL/PC modules:

- AM/GL/PC modules can only be closed after **all** submodules are closed for that period.
- If AM, GL, and PC queries result in no pending transactions, the MEC Automation Process will close the period.
- These modules should be closed between the 13th and 15th of each month.

Pre-Closing Activities

Month-End Close Automation Process


Favorites
Main Menu
FI$Cal Processes
FI$Cal Extension
GL
Month End Close
MEC Automation Process

MEC Automation Process

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Search Criteria

Business Unit begins with 8860

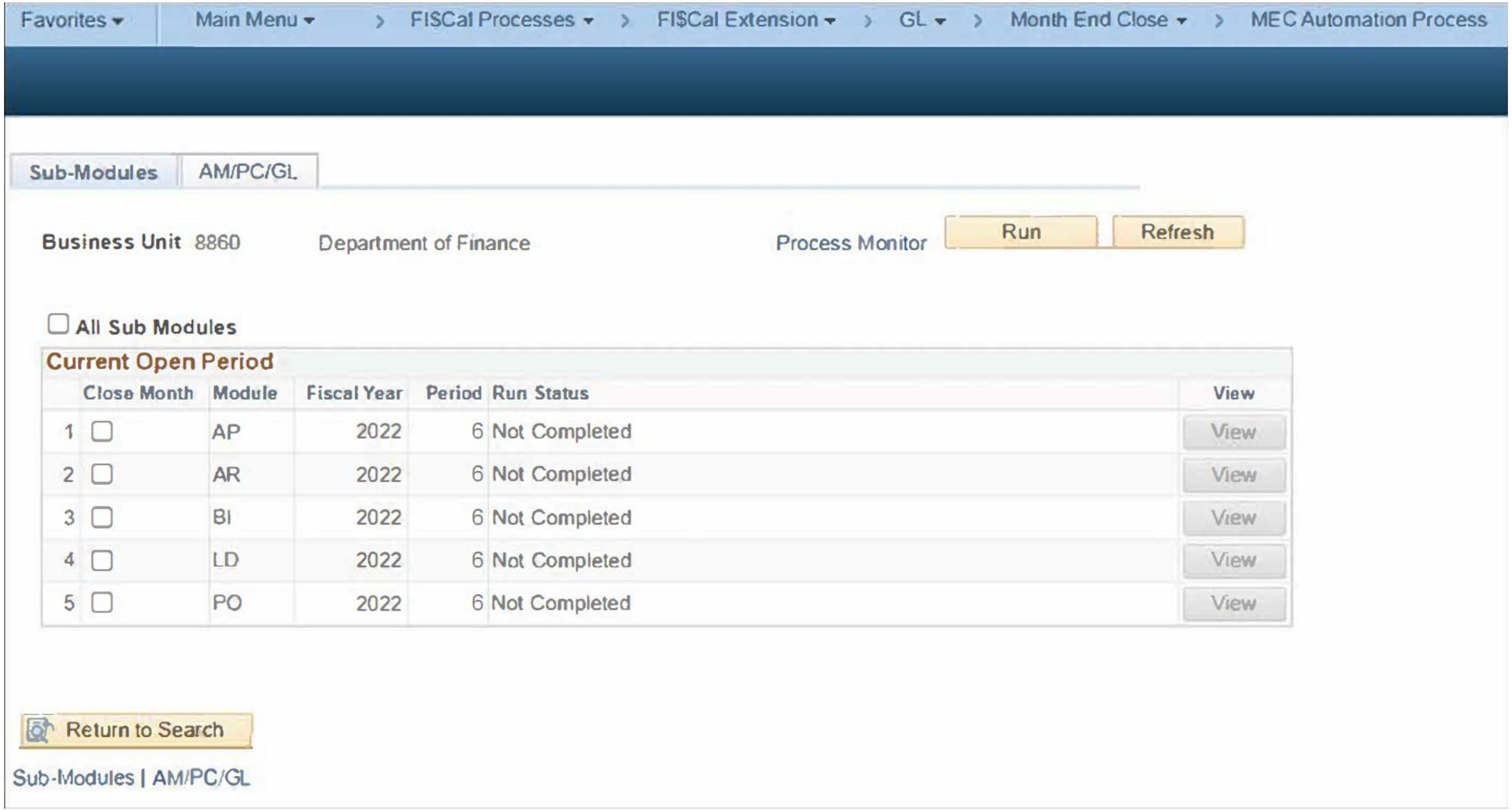
Description begins with

☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Pre-Closing Activities
Month-End Close Automation Process

Select specific or “All Sub Modules” to run.



Favorites
Main Menu
FI$Cal Processes
FI$Cal Extension
GL
Month End Close
MEC Automation Process
Sub-Modules
AM/PC/GL
Process Monitor
Run
Refresh
Return to Search
Sub-Modules | AM/PC/GL

Business Unit 8860 Department of Finance

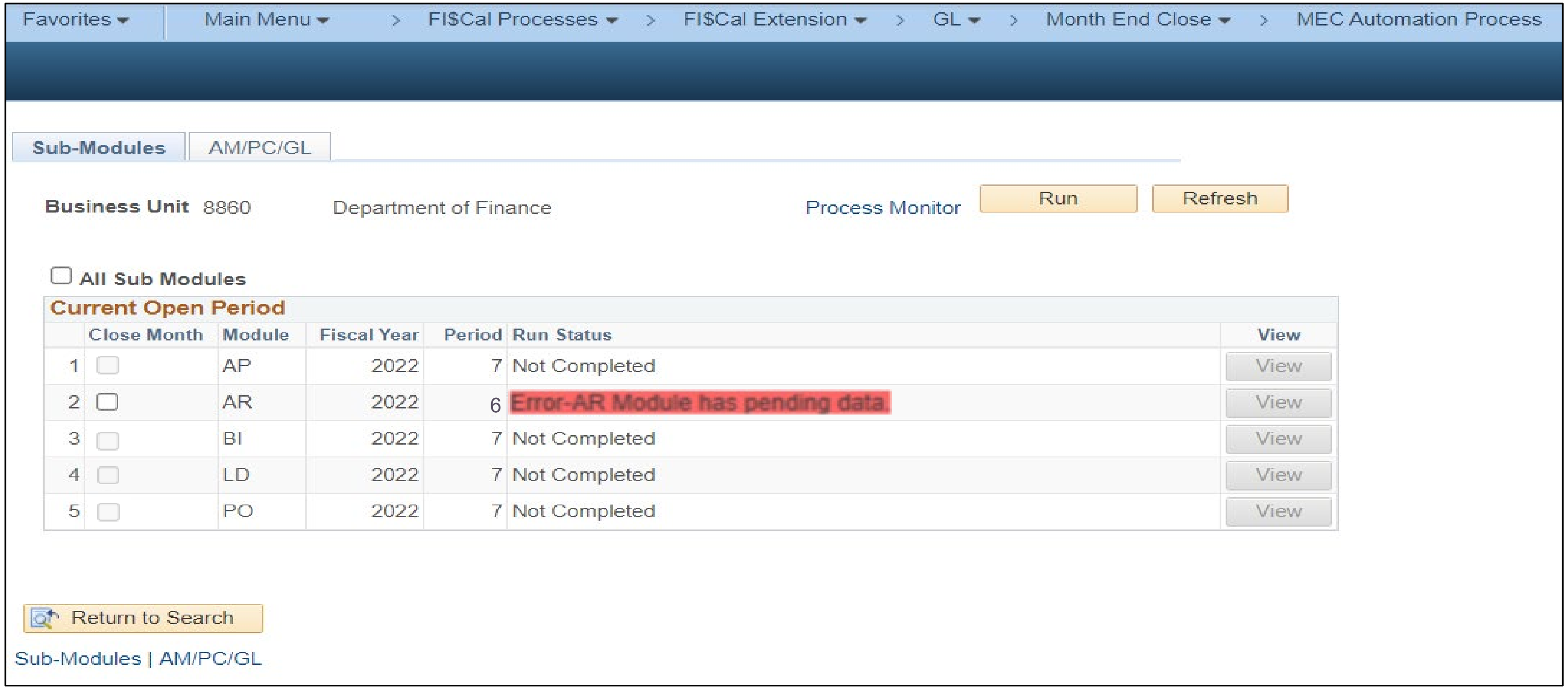
☐ **All Sub Modules**

Current Open Period

	Close Month	Module	Fiscal Year	Period	Run Status	View
1	☐	AP	2022	6	Not Completed	View
2	☐	AR	2022	6	Not Completed	View
3	☐	BI	2022	6	Not Completed	View
4	☐	LD	2022	6	Not Completed	View
5	☐	PO	2022	6	Not Completed	View

Pre-Closing Activities

Month-End Close Automation Process


Favorites
Main Menu
FI$Cal Processes
FI$Cal Extension
GL
Month End Close
MEC Automation Process
Sub-Modules
AM/PC/GL
Process Monitor
Run
Refresh
Return to Search
Sub-Modules | AM/PC/GL

Business Unit 8860 Department of Finance

☐ **All Sub Modules**

Current Open Period

	Close Month	Module	Fiscal Year	Period	Run Status	View
1	☐	AP	2022	7	Not Completed	View
2	☐	AR	2022	6	Error-AR Module has pending data.	View
3	☐	BI	2022	7	Not Completed	View
4	☐	LD	2022	7	Not Completed	View
5	☐	PO	2022	7	Not Completed	View

Example:

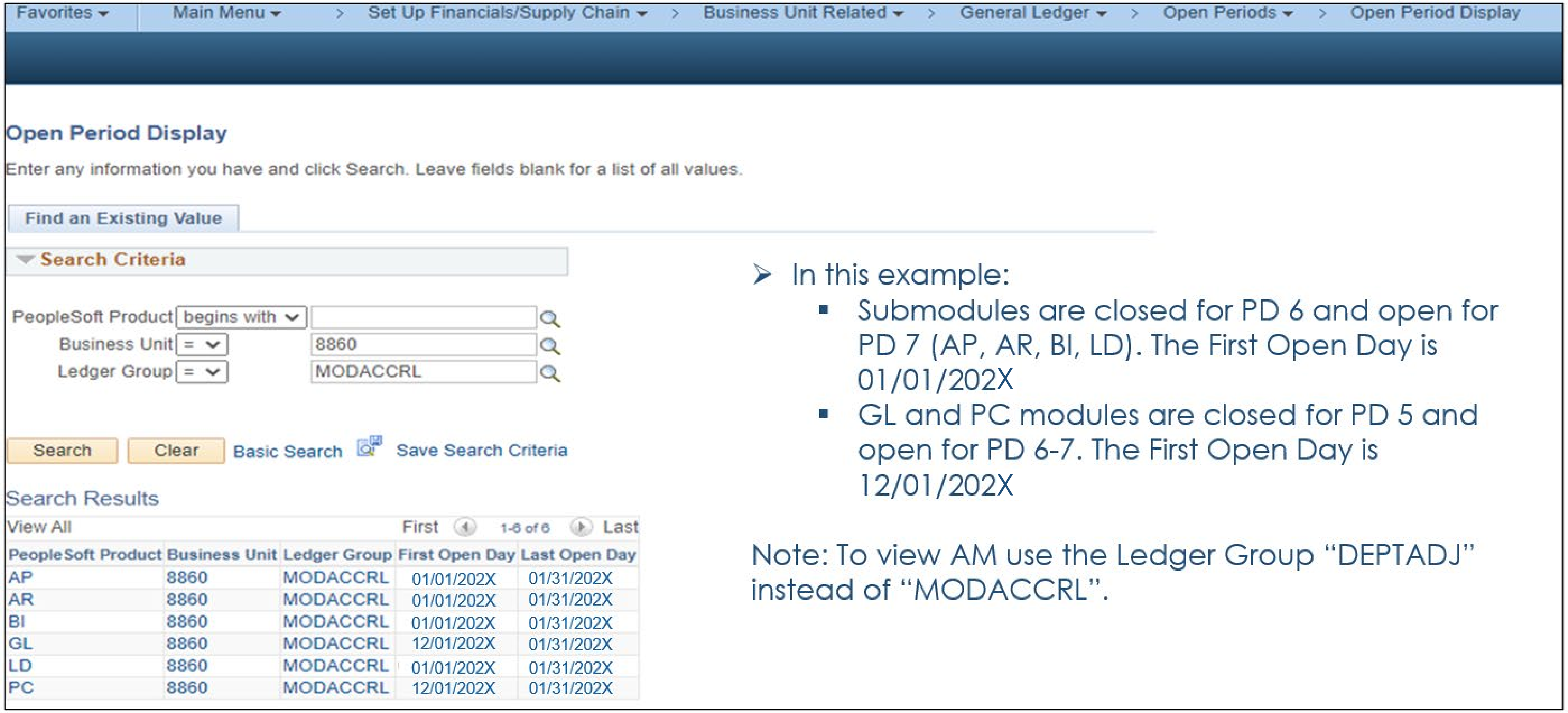
- The system closed submodules with no errors and disabled the selection buttons.
- Errors were found in AR module – highlighted red.

Errors:

- The system sends an e-mail to the department with attachments for corrections.

Pre-Closing Activities

Verify Submodules Are Closed


Favorites
Main Menu
Set Up Financials/Supply Chain
Business Unit Related
General Ledger
Open Periods
Open Period Display
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria
View All
First
1-6 of 6
Last

Open Period Display

Enter any information you have and click Search. Leave fields blank for a list of all values.

PeopleSoft Product: begins with
Business Unit: = 8860
Ledger Group: = MODACCRL

Search Results

PeopleSoft Product	Business Unit	Ledger Group	First Open Day	Last Open Day
AP	8860	MODACCRL	01/01/202X	01/31/202X
AR	8860	MODACCRL	01/01/202X	01/31/202X
BI	8860	MODACCRL	01/01/202X	01/31/202X
GL	8860	MODACCRL	12/01/202X	01/31/202X
LD	8860	MODACCRL	01/01/202X	01/31/202X
PC	8860	MODACCRL	12/01/202X	01/31/202X

- In this example:
  - Submodules are closed for PD 6 and open for PD 7 (AP, AR, BI, LD). The First Open Day is 01/01/202X
  - GL and PC modules are closed for PD 5 and open for PD 6-7. The First Open Day is 12/01/202X

Note: To view AM use the Ledger Group “DEPTADJ” instead of “MODACCRL”.

Pre-Closing Activities

Update Month-End Close Dashboard

The Online Month-End Closing Reporting Tool (Job Aid FISCal.335) provides the steps on how to report MEC activities online in FI$Cal.

Required Roles: GL Report Viewer, GL Maintainer, GL Processor, or GL Approver.

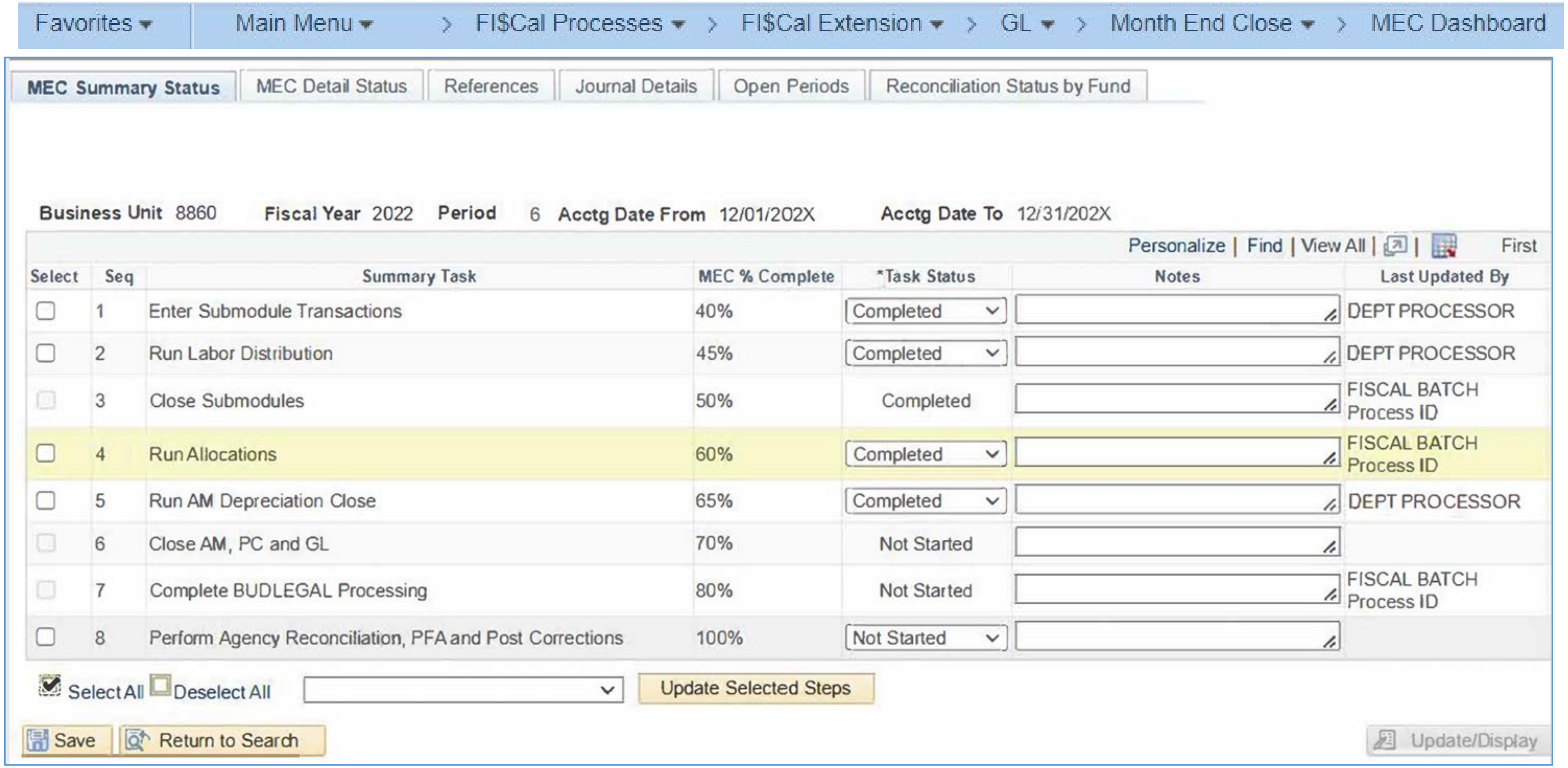
The MEC Dashboard calculates % of completion based on the below Task Status selection:

- Completed
- In Progress
- Issues
- Not Applicable
- Not Started
- On Hold

- Update MEC Status if appropriate tasks are “In Progress” or “On Hold” so that MEC Dashboard can display 25% completion as opposed to 0%.
- When all tasks are reported as “Completed” and/or “Not Applicable”, the MEC Dashboard will report 100% completed for the accounting period.
- FI$Cal will produce project status reports based on this data. Therefore, departments must ensure accurate and timely updates after the completion of related MEC activities.
- The “Reference” and “Open Periods” tabs under the MEC Status menu also provide quick links to view various ZZ_Outstanding queries and Open Periods for all modules.

Pre-Closing Activities

Update Month-End Close Dashboard


Favorites ▾
Main Menu ▾
FI$Cal Processes ▾
FI$Cal Extension ▾
GL ▾
Month End Close ▾
MEC Dashboard
MEC Summary Status
MEC Detail Status
References
Journal Details
Open Periods
Reconciliation Status by Fund
Personalize | Find | View All | | First
Update Selected Steps
Save
Return to Search
Update/Display

Business Unit 8860 **Fiscal Year** 2022 **Period** 6 **Acctg Date From** 12/01/202X **Acctg Date To** 12/31/202X

Select	Seq	Summary Task	MEC % Complete	*Task Status	Notes	Last Updated By
☐	1	Enter Submodule Transactions	40%	Completed		DEPT PROCESSOR
☐	2	Run Labor Distribution	45%	Completed		DEPT PROCESSOR
☐	3	Close Submodules	50%	Completed		FISCAL BATCH Process ID
☐	4	Run Allocations	60%	Completed		FISCAL BATCH Process ID
☐	5	Run AM Depreciation Close	65%	Completed		DEPT PROCESSOR
☐	6	Close AM, PC and GL	70%	Not Started		
☐	7	Complete BUDLEGAL Processing	80%	Not Started		FISCAL BATCH Process ID
☐	8	Perform Agency Reconciliation, PFA and Post Corrections	100%	Not Started		

☑ Select All ☐ Deselect All

MEC Dashboard showing 65% completion for period 6.

Closing Activities

Closing Activities

- Allocation Process
- Asset Depreciation Process
- General Ledger – Commitment Control Mismatch Report
- Close & Verify Asset Management/General Ledger/Project Costing Modules Closure
- Update MEC Dashboard

Closing Activities
Allocation Process

Before Running Allocations:

- Validate allocation configuration steps and groups at the beginning of the fiscal year.
  - Finance's FI$Cal Overview Training provides additional allocation information, including concepts, terms, and definitions.

- Review Statistic (STAT) journal:
  - Confirm all journals are loaded and posted.
  - Check new funding, grants, and projects.
  - Check for expired grants or projects.
  - Review funds for available balances.

- Verify all submodules, including Labor Distribution (LD), have been closed.

- Review expenditure and encumbrance balances for the Clearing Account (CA) in the Budgets Overview screen.

Closing Activities

Allocation Process

During and after allocation:

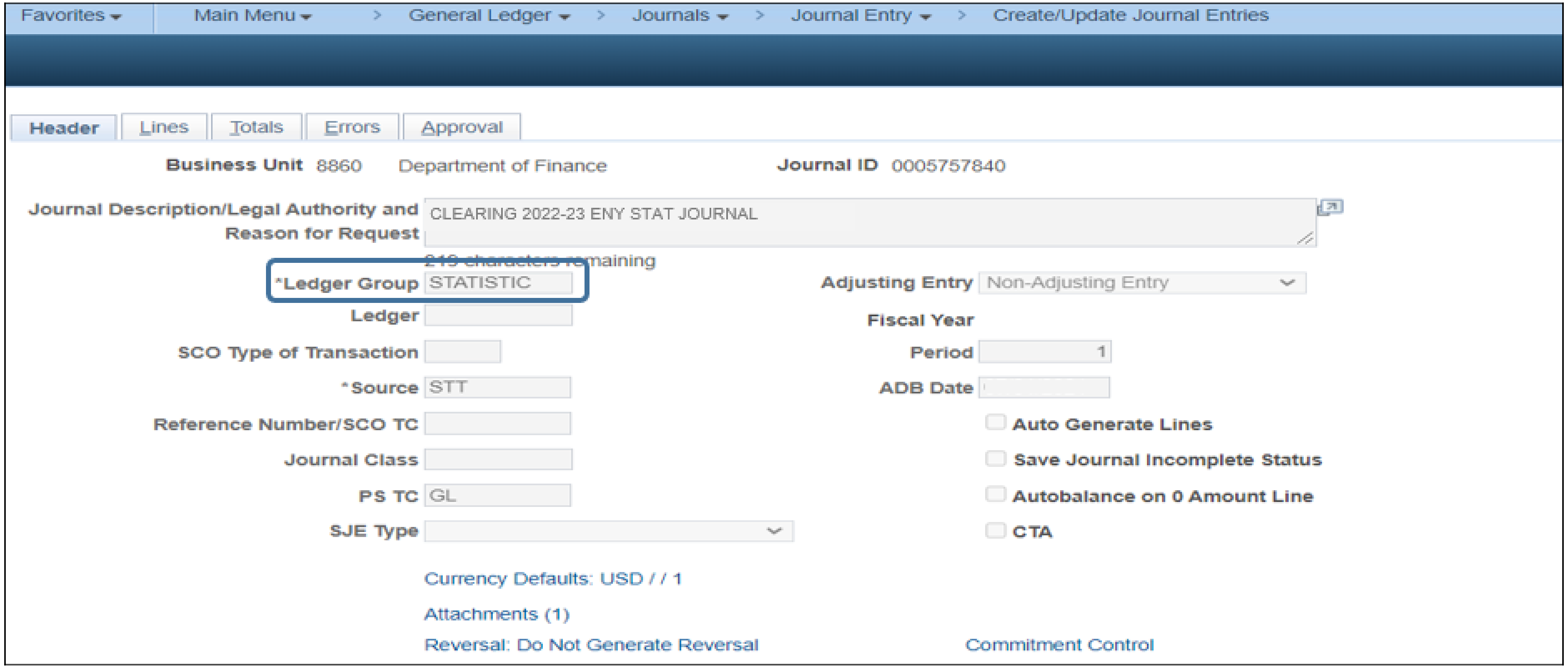
- Run allocations for one group at a time.
- Verify allocation Journal Status & Budget Status are Valid & Valid (V & V) before running subsequent groups.
- Review expenditure and encumbrance balances in the Budgets Overview screen. There should be zero balance in both.
- Resolve any balances stuck in the CA and Administration/Distributed Administration Programs.
  - Delete V & V allocation journals and re-run allocations after updating STAT journal or adjusting source transactions.
- Run DFQ_KK_01 query to verify that all amounts distributed correctly (see the following slides for examples).
- After the allocation process has run, post expenditure allocation journals and keep encumbrance journals as V & V statuses.

Closing Activities

Allocation Process

Before Running Allocations – Review/Update Stat Journal

- Job Aid FISCal.098 – Create a Statistics Journal
- Job Aid FISCal.001 – General Ledger Spreadsheet Journal Upload
- Refer to Finance's FI$Cal Overview Training for more information about the allocation process


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
Header
Lines
Totals
Errors
Approval

Business Unit 8860 Department of Finance

Journal ID 0005757840

Journal Description/Legal Authority and Reason for Request CLEARING 2022-23 ENY STAT JOURNAL

219 characters remaining

***Ledger Group** STATISTIC

Adjusting Entry Non-Adjusting Entry

Ledger

Fiscal Year

SCO Type of Transaction

Period 1

***Source** STT

ADB Date

Reference Number/SCO TC

☐ Auto Generate Lines

Journal Class

☐ Save Journal Incomplete Status

PS TC GL

☐ Autobalance on 0 Amount Line

SJE Type

☐ CTA

Currency Defaults: USD / / 1

Attachments (1)

Reversal: Do Not Generate Reversal

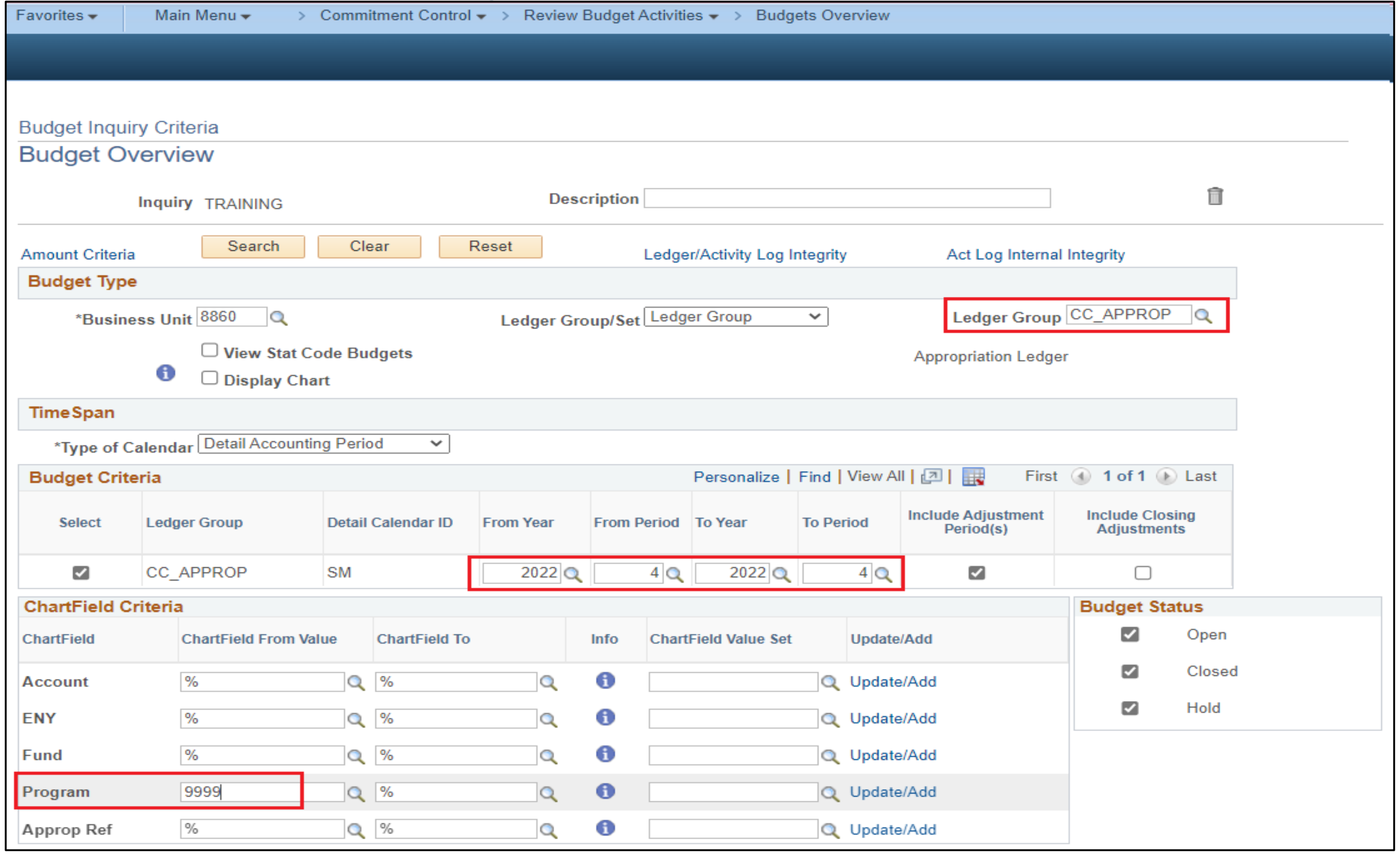
Commitment Control

Closing Activities

Allocation Process

Before Running Allocations - Review Budget Overview

CA Program 9999



Favorites ▾
Main Menu ▾
> Commitment Control ▾
> Review Budget Activities ▾
> Budgets Overview
Search
Clear
Reset
Personalize | Find | View All
First 1 of 1 Last

Budget Inquiry Criteria

Budget Overview

Inquiry TRAINING

Description

Amount Criteria

Ledger/Activity Log Integrity

Act Log Internal Integrity

Budget Type

***Business Unit** 8860

Ledger Group/Set Ledger Group

Ledger Group CC_APPROP

Appropriation Ledger

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

***Type of Calendar** Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_APPROP	SM	2022	4	2022	4	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ℹ		Update/Add
ENY	%	%	ℹ		Update/Add
Fund	%	%	ℹ		Update/Add
Program	9999	%	ℹ		Update/Add
Approp Ref	%	%	ℹ		Update/Add

Budget Status

☑ Open

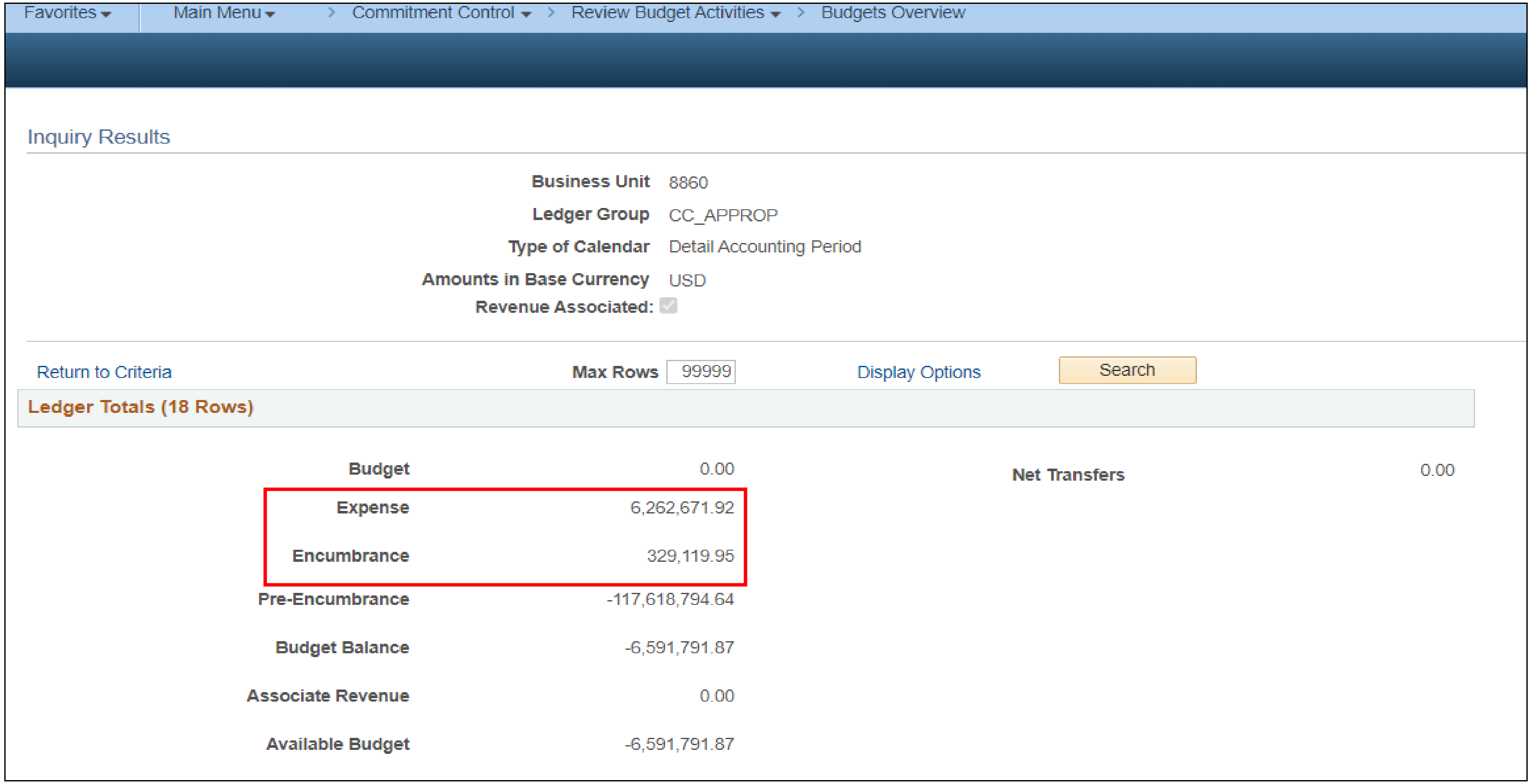
☑ Closed

☑ Hold

Closing Activities

Allocation Process

Before Allocation – Review Budget Overview
CA program has expenditure and encumbrance balances.


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview

Inquiry Results

Business Unit 8860
Ledger Group CC_APPROP
Type of Calendar Detail Accounting Period
Amounts in Base Currency USD
Revenue Associated: ☑

Return to Criteria
Display Options
Search

Max Rows 99999

Ledger Totals (18 Rows)

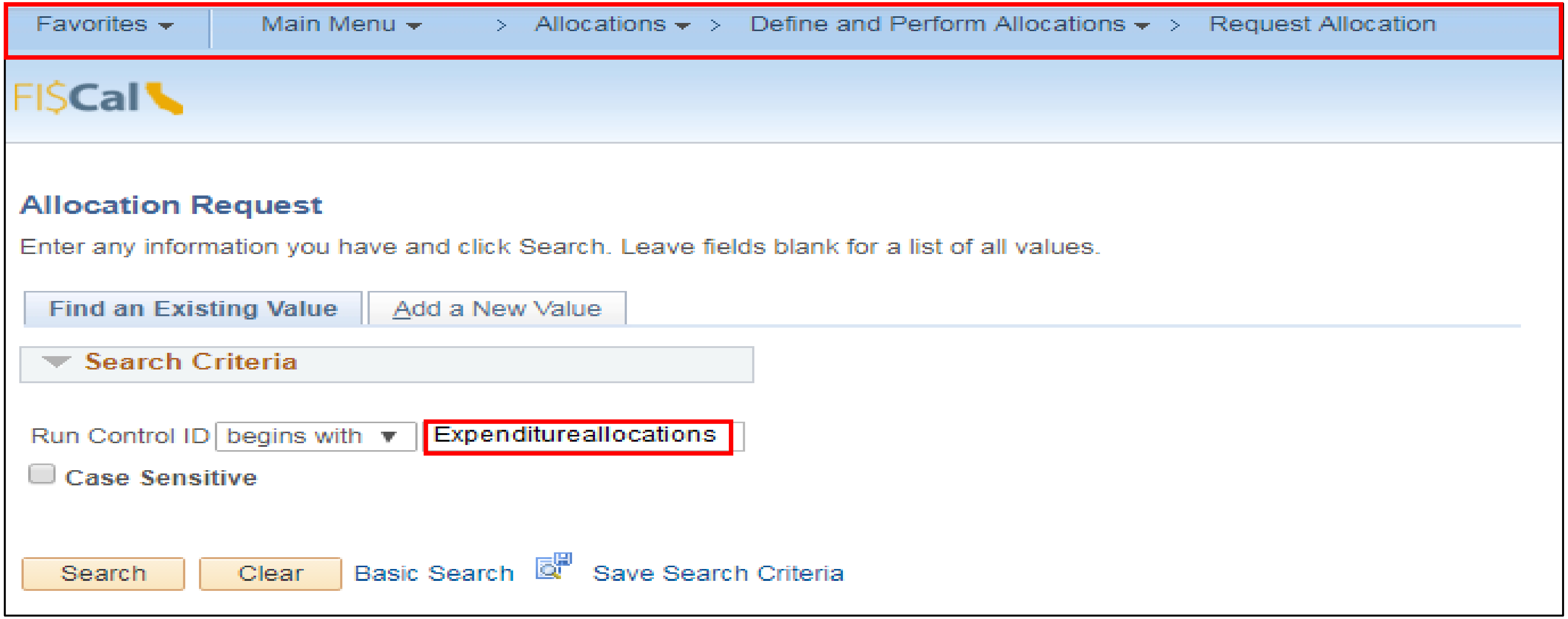
Budget	0.00	**Net Transfers**	0.00
Expense	6,262,671.92		
Encumbrance	329,119.95		
Pre-Encumbrance	-117,618,794.64		
Budget Balance	-6,591,791.87		
Associate Revenue	0.00		
Available Budget	-6,591,791.87		

Closing Activities

Allocation Process

During Allocation

- Perform allocation run (refer to Job Aid FISCal.008 Create and Maintain Allocations).



Favorites > Main Menu > Allocations > Define and Perform Allocations > Request Allocation

Allocation Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with — Expenditureallocations

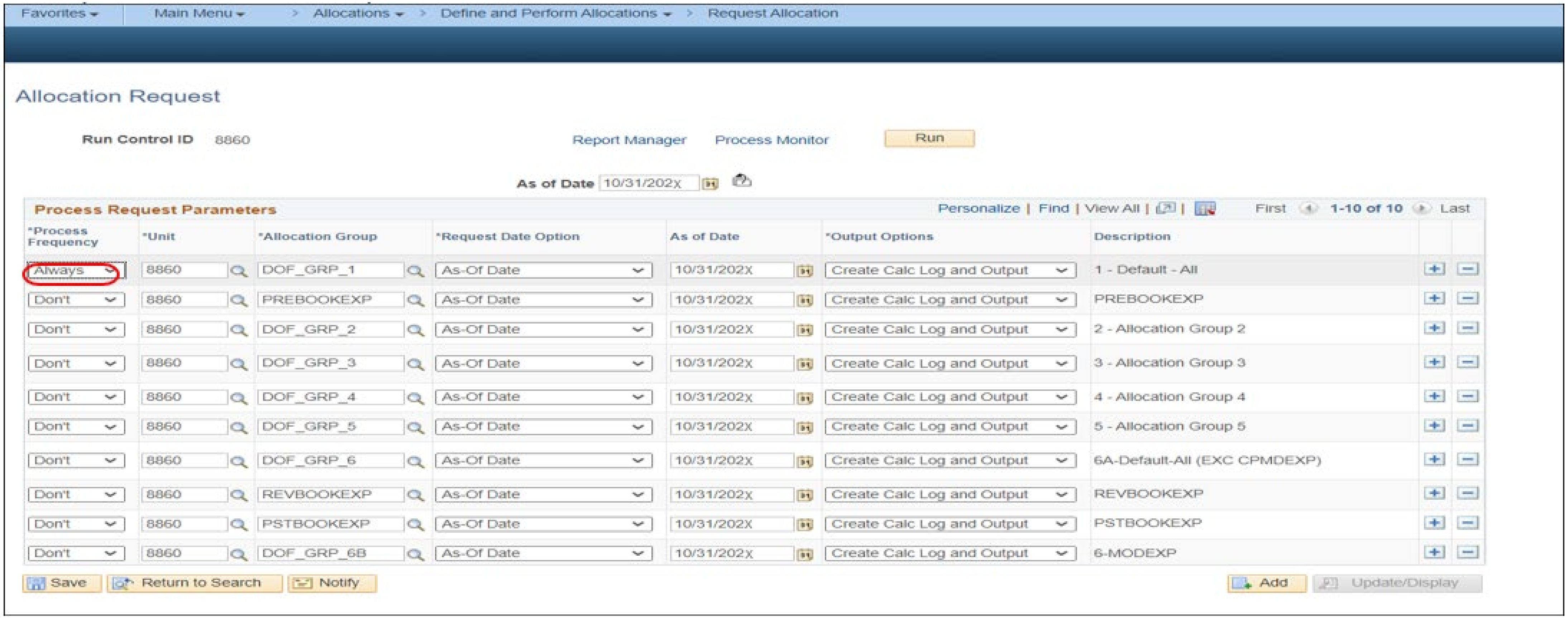
☐ Case Sensitive

FI$Cal
Search
Clear
Basic Search
Save Search Criteria

Closing Activities
Allocation Process

During Allocation

Example: Run Period 4 expenditure allocation.


Favorites
Main Menu
Allocations
Define and Perform Allocations
Request Allocation
Report Manager
Process Monitor
Run
Personalize | Find | View All
First
1-10 of 10
Last
Save
Return to Search
Notify
Add
Update/Display

Allocation Request

Run Control ID 8860

As of Date 10/31/202X

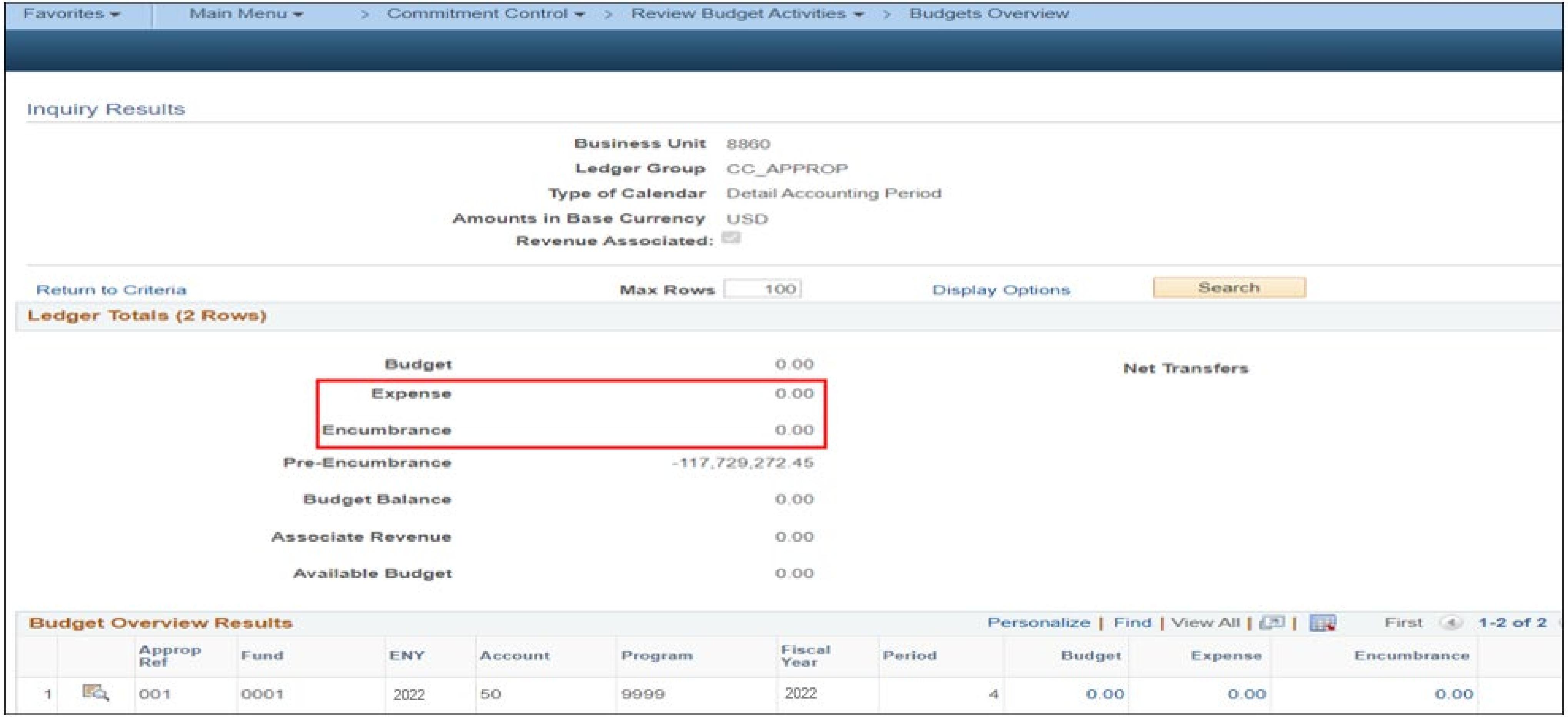
Process Request Parameters

*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description
Always	8860	DOF_GRP_1	As-Of Date	10/31/202X	Create Calc Log and Output	1 - Default - All
Don't	8860	PREBOOKEXP	As-Of Date	10/31/202X	Create Calc Log and Output	PREBOOKEXP
Don't	8860	DOF_GRP_2	As-Of Date	10/31/202X	Create Calc Log and Output	2 - Allocation Group 2
Don't	8860	DOF_GRP_3	As-Of Date	10/31/202X	Create Calc Log and Output	3 - Allocation Group 3
Don't	8860	DOF_GRP_4	As-Of Date	10/31/202X	Create Calc Log and Output	4 - Allocation Group 4
Don't	8860	DOF_GRP_5	As-Of Date	10/31/202X	Create Calc Log and Output	5 - Allocation Group 5
Don't	8860	DOF_GRP_6	As-Of Date	10/31/202X	Create Calc Log and Output	6A-Default-All (EXC CPMDEXP)
Don't	8860	REVBOOKEXP	As-Of Date	10/31/202X	Create Calc Log and Output	REVBOOKEXP
Don't	8860	PSTBOOKEXP	As-Of Date	10/31/202X	Create Calc Log and Output	PSTBOOKEXP
Don't	8860	DOF_GRP_6B	As-Of Date	10/31/202X	Create Calc Log and Output	6-MODEXP

Note: Run allocation for one group at a time by changing Process Frequency to "Always". Change the Process Frequency back to "Don't" after completing that group.

Closing Activities
Allocation Process

After Allocation – Review Budget Overview
Expenditure & Encumbrance – CA Program
Example (1) Successful Allocation – Zero CA Balances


Favorites
Main Menu
> Commitment Control
> Review Budget Activities
> Budgets Overview

Inquiry Results

Business Unit 8860
Ledger Group CC_APPROP
Type of Calendar Detail Accounting Period
Amounts in Base Currency USD
Revenue Associated: ☑

Return to Criteria
Display Options
Search

Max Rows 100

Ledger Totals (2 Rows)

Budget	0.00
Expense	0.00
Encumbrance	0.00
Pre-Encumbrance	-117,729,272.45
Budget Balance	0.00
Associate Revenue	0.00
Available Budget	0.00

Net Transfers

Budget Overview Results

Personalize | Find | View All | First 1-2 of 2

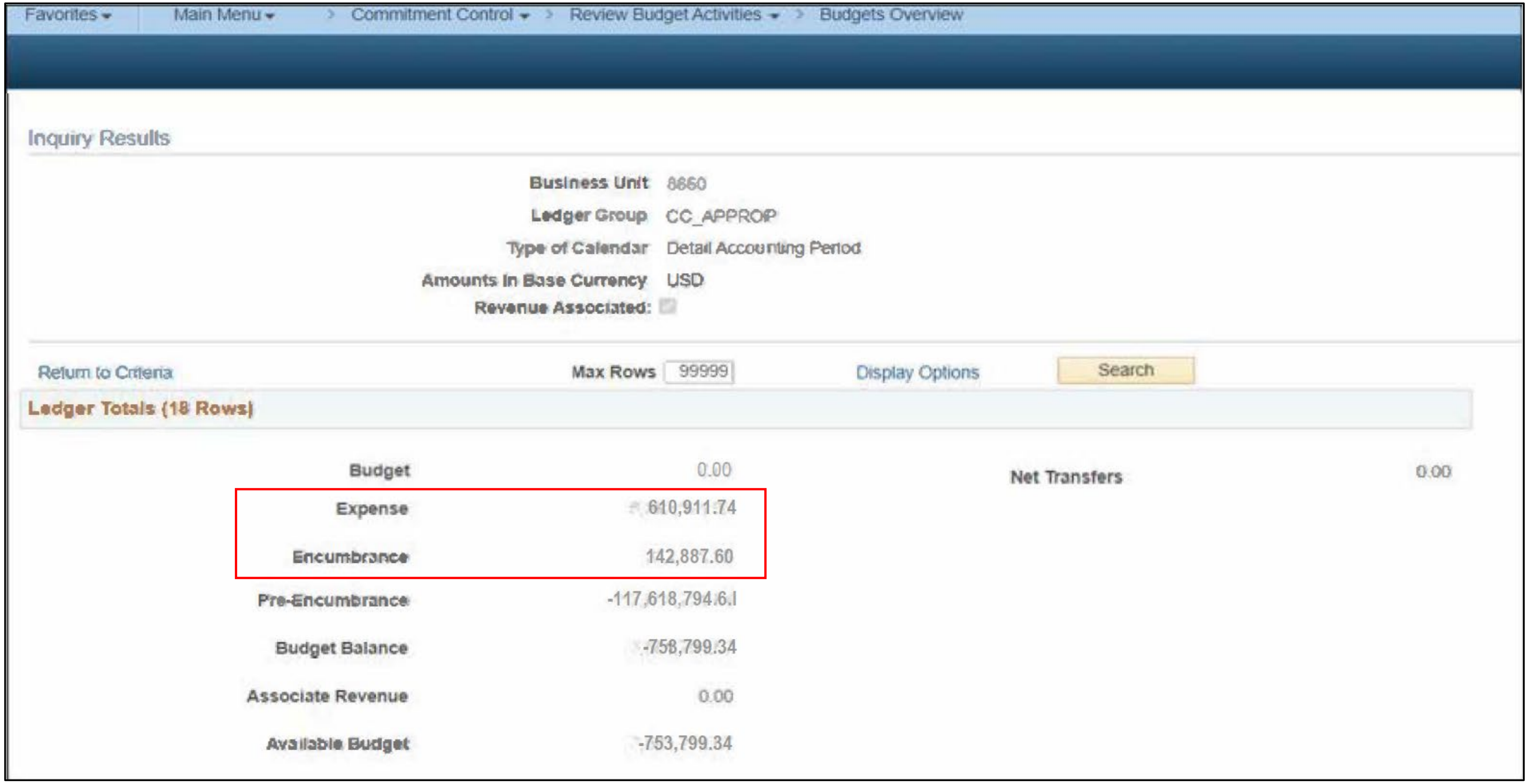
		Approp Ref	Fund	ENY	Account	Program	Fiscal Year	Period	Budget	Expense	Encumbrance
1		001	0001	2022	50	9999	2022	4	0.00	0.00	0.00

Closing Activities
Allocation Process

After Allocation – Review Budget Overview

Example (2) Unsuccessful Allocation – Balances remain in CA

Research CA Balances – Use DFQ_KK_01 Query


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview

Inquiry Results

Business Unit 8660
Ledger Group CC_APPROP
Type of Calendar Detail Accounting Period
Amounts in Base Currency USD
Revenue Associated: ☐

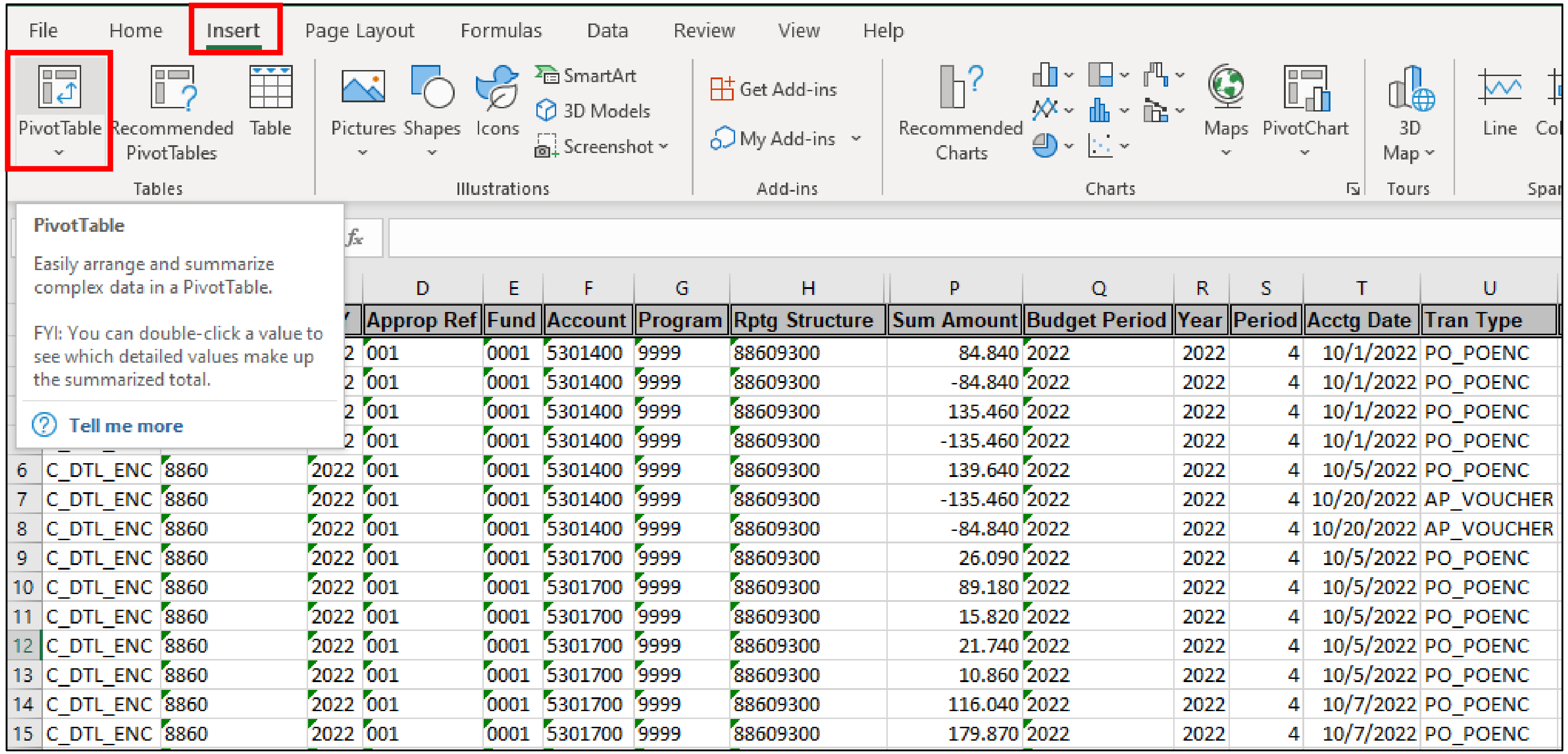
Return to Criteria
Max Rows 99999
Display Options
Search

Ledger Totals (18 Rows)

Budget	0.00	**Net Transfers**	0.00
Expense	610,911.74		
Encumbrance	142,887.60		
Pre-Encumbrance	-117,618,794.61		
Budget Balance	-758,799.34		
Associate Revenue	0.00		
Available Budget	-753,799.34		

Closing Activities
Allocation Process

Research CA Balances - Use DFQ_KK_01 Query.
Insert Pivot Table and drill down to original transactions.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
PivotTable
Recommended PivotTables
Table
Tables
Pictures
Shapes
Icons
SmartArt
3D Models
Screenshot
Illustrations
Get Add-ins
My Add-ins
Add-ins
Recommended Charts
Maps
PivotChart
Charts
3D Map
Tours
Line
Col
Spar
fx
D
E
F
G
H
P
Q
R
S
T
U

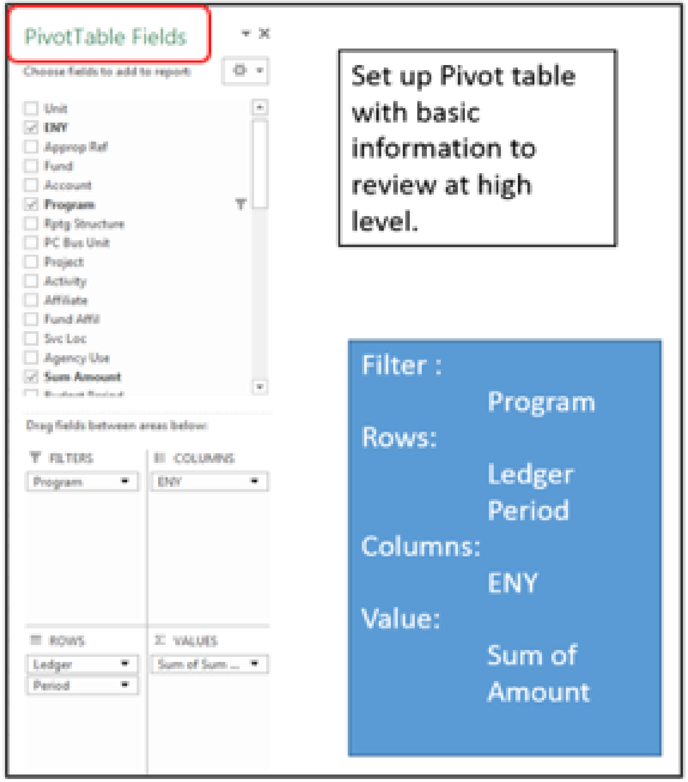
PivotTable

Easily arrange and summarize complex data in a PivotTable.

FYI: You can double-click a value to see which detailed values make up the summarized total.

Tell me more

				Approp Ref	Fund	Account	Program	Rptg Structure	Sum Amount	Budget Period	Year	Period	Acctg Date	Tran Type
			2	001	0001	5301400	9999	88609300	84.840	2022	2022	4	10/1/2022	PO_POENC
			2	001	0001	5301400	9999	88609300	-84.840	2022	2022	4	10/1/2022	PO_POENC
			2	001	0001	5301400	9999	88609300	135.460	2022	2022	4	10/1/2022	PO_POENC
			2	001	0001	5301400	9999	88609300	-135.460	2022	2022	4	10/1/2022	PO_POENC
6	C_DTL_ENC	8860	2022	001	0001	5301400	9999	88609300	139.640	2022	2022	4	10/5/2022	PO_POENC
7	C_DTL_ENC	8860	2022	001	0001	5301400	9999	88609300	-135.460	2022	2022	4	10/20/2022	AP_VOUCHER
8	C_DTL_ENC	8860	2022	001	0001	5301400	9999	88609300	-84.840	2022	2022	4	10/20/2022	AP_VOUCHER
9	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	26.090	2022	2022	4	10/5/2022	PO_POENC
10	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	89.180	2022	2022	4	10/5/2022	PO_POENC
11	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	15.820	2022	2022	4	10/5/2022	PO_POENC
12	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	21.740	2022	2022	4	10/5/2022	PO_POENC
13	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	10.860	2022	2022	4	10/5/2022	PO_POENC
14	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	116.040	2022	2022	4	10/7/2022	PO_POENC
15	C_DTL_ENC	8860	2022	001	0001	5301700	9999	88609300	179.870	2022	2022	4	10/7/2022	PO_POENC


PivotTable Fields
Choose fields to add to report:
Drag fields between areas below:
FILTERS
COLUMNS
ROWS
VALUES

☐ Unit
☑ ENY
☐ Approp Ref
☐ Fund
☐ Account
☑ Program
☐ Rptg Structure
☐ PC Bus Unit
☐ Project
☐ Activity
☐ Affiliate
☐ Fund Affil
☐ Svc Loc
☐ Agency Use
☑ Sum Amount

FILTERS: Program
COLUMNS: ENY
ROWS: Ledger, Period
VALUES: Sum of Sum ...

Set up Pivot table with basic information to review at high level.

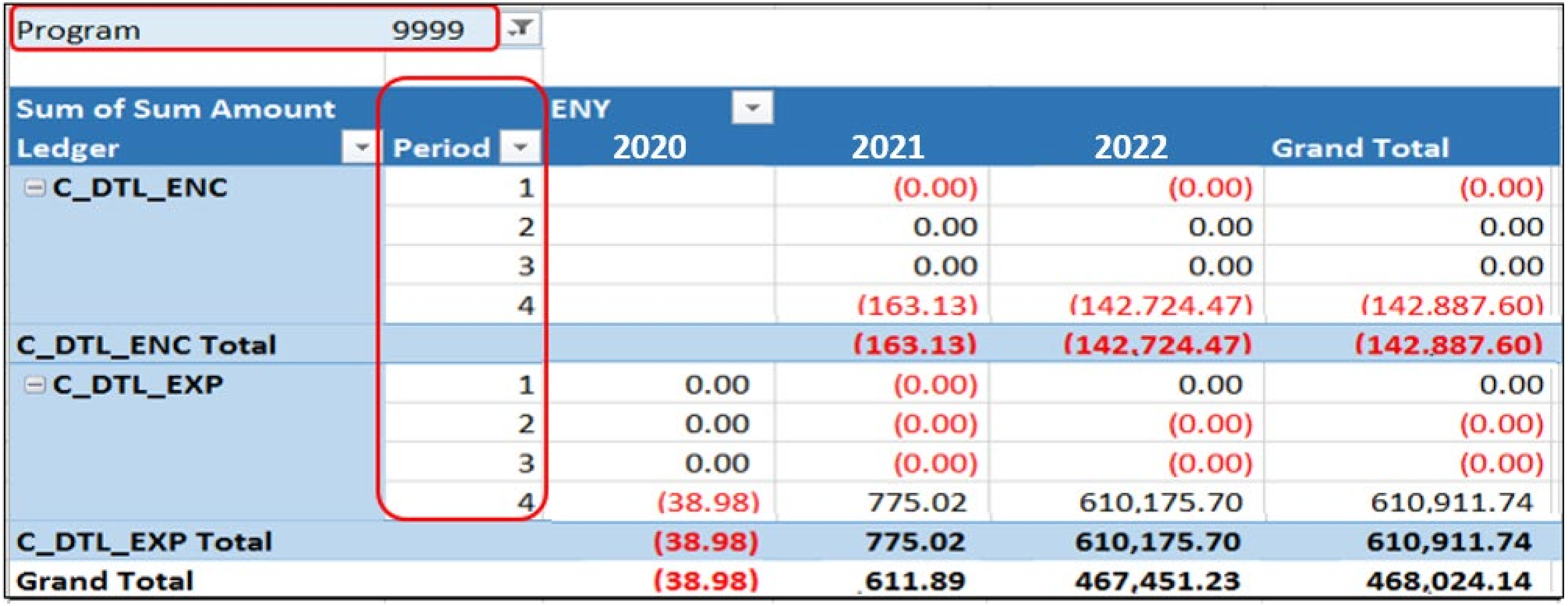
Filter :
Program
Rows:
Ledger
Period
Columns:
ENY
Value:
Sum of Amount

Closing Activities

Allocation Process

Research CA Balances - Use DFQ_KK_01 Query

- Pivot Table result with filtered Program 9999 (includes any subtasks).
- This table shows open periods with CA balances for further research.
- See next step to drill down amounts and transactions.



Program 9999

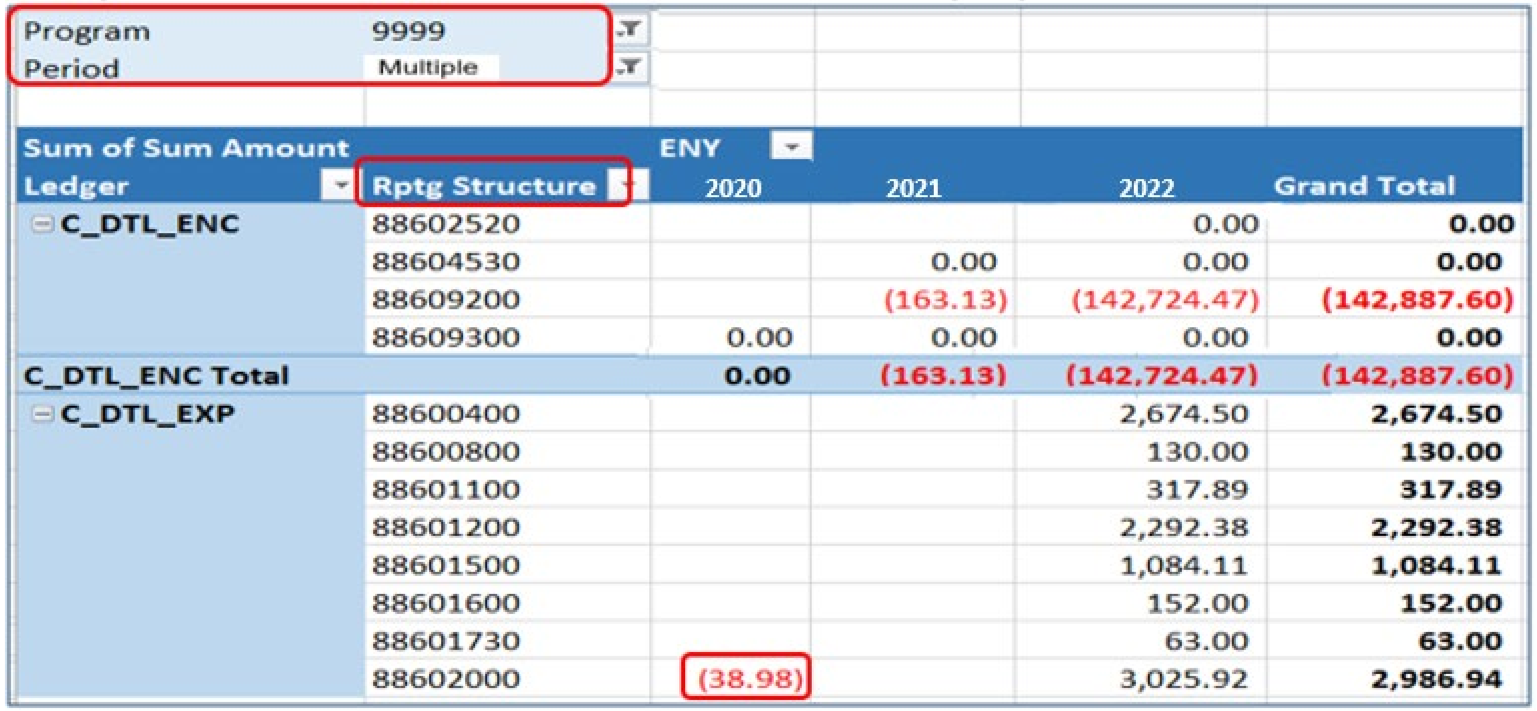
Sum of Sum Amount		ENY			
Ledger	Period	2020	2021	2022	Grand Total
C_DTL_ENC	1		(0.00)	(0.00)	(0.00)
	2		0.00	0.00	0.00
	3		0.00	0.00	0.00
	4		(163.13)	(142,724.47)	(142,887.60)
C_DTL_ENC Total			**(163.13)**	**(142,724.47)**	**(142,887.60)**
C_DTL_EXP	1	0.00	(0.00)	0.00	0.00
	2	0.00	(0.00)	(0.00)	(0.00)
	3	0.00	(0.00)	(0.00)	(0.00)
	4	(38.98)	775.02	610,175.70	610,911.74
C_DTL_EXP Total		**(38.98)**	**775.02**	**610,175.70**	**610,911.74**
Grand Total		**(38.98)**	**611.89**	**467,451.23**	**468,024.14**

Closing Activities

Allocation Process

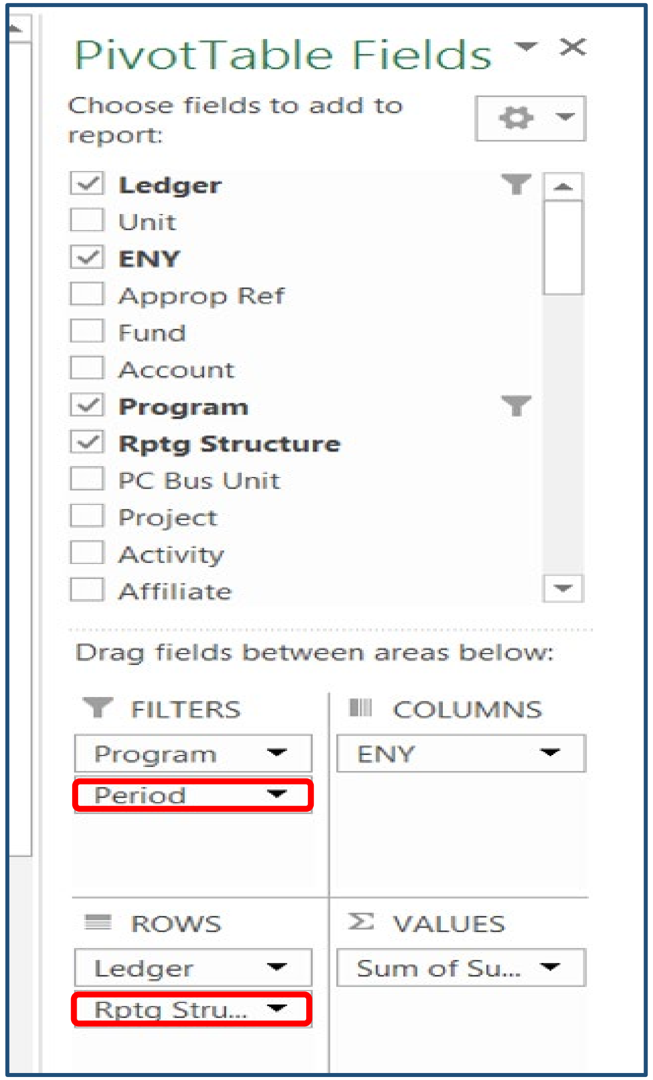
Research CA Balances - Use DFQ_KK_01 Query

- Next step – Move "Period" from "Rows" to "Filters" to filter specific period and add "Rptg Structure" to "Rows" (provided allocation driven by Reporting Structure).
- Research all amounts that are not net zero (double click -38.98 amount as an example).



Program	9999				
Period	Multiple				

Sum of Sum Amount		ENY			
Ledger	Rptg Structure	2020	2021	2022	Grand Total
C_DTL_ENC	88602520			0.00	**0.00**
	88604530		0.00	0.00	**0.00**
	88609200		(163.13)	(142,724.47)	**(142,887.60)**
	88609300	0.00	0.00	0.00	**0.00**
C_DTL_ENC Total		**0.00**	**(163.13)**	**(142,724.47)**	**(142,887.60)**
C_DTL_EXP	88600400			2,674.50	**2,674.50**
	88600800			130.00	**130.00**
	88601100			317.89	**317.89**
	88601200			2,292.38	**2,292.38**
	88601500			1,084.11	**1,084.11**
	88601600			152.00	**152.00**
	88601730			63.00	**63.00**
	88602000	(38.98)		3,025.92	**2,986.94**



PivotTable Fields

Choose fields to add to report:

- ☑ **Ledger**
- ☐ Unit
- ☑ **ENY**
- ☐ Approp Ref
- ☐ Fund
- ☐ Account
- ☑ **Program**
- ☑ **Rptg Structure**
- ☐ PC Bus Unit
- ☐ Project
- ☐ Activity
- ☐ Affiliate

Drag fields between areas below:

FILTERS	COLUMNS
Program Period	ENY

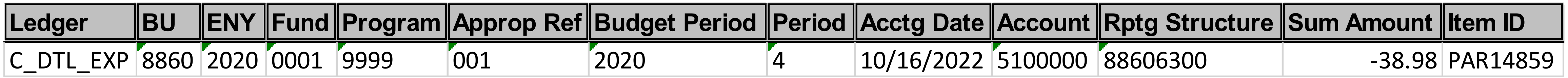
ROWS	VALUES
Ledger Rptg Stru...	Sum of Su...

Closing Activities

Allocation Process

Research CA Balances – Use DFQ_KK_01 Query

- ENY 2020, Reporting Structure 88606300, amount ($38.98) stuck in the clearing account.
- See AR unit for this AR related transaction (PAR14859).



Ledger	BU	ENY	Fund	Program	Approp Ref	Budget Period	Period	Acctg Date	Account	Rptg Structure	Sum Amount	Item ID
C_DTL_EXP	8860	2020	0001	9999	001	2020	4	10/16/2022	5100000	88606300	-38.98	PAR14859

Note: Departments can also use DFQ_GL_01_JOURNAL_DETAIL query to filter/pivot allocation entries (Source "ALO") and verify zero balances for clearing account programs.

Closing Activities
Asset Depreciation Process

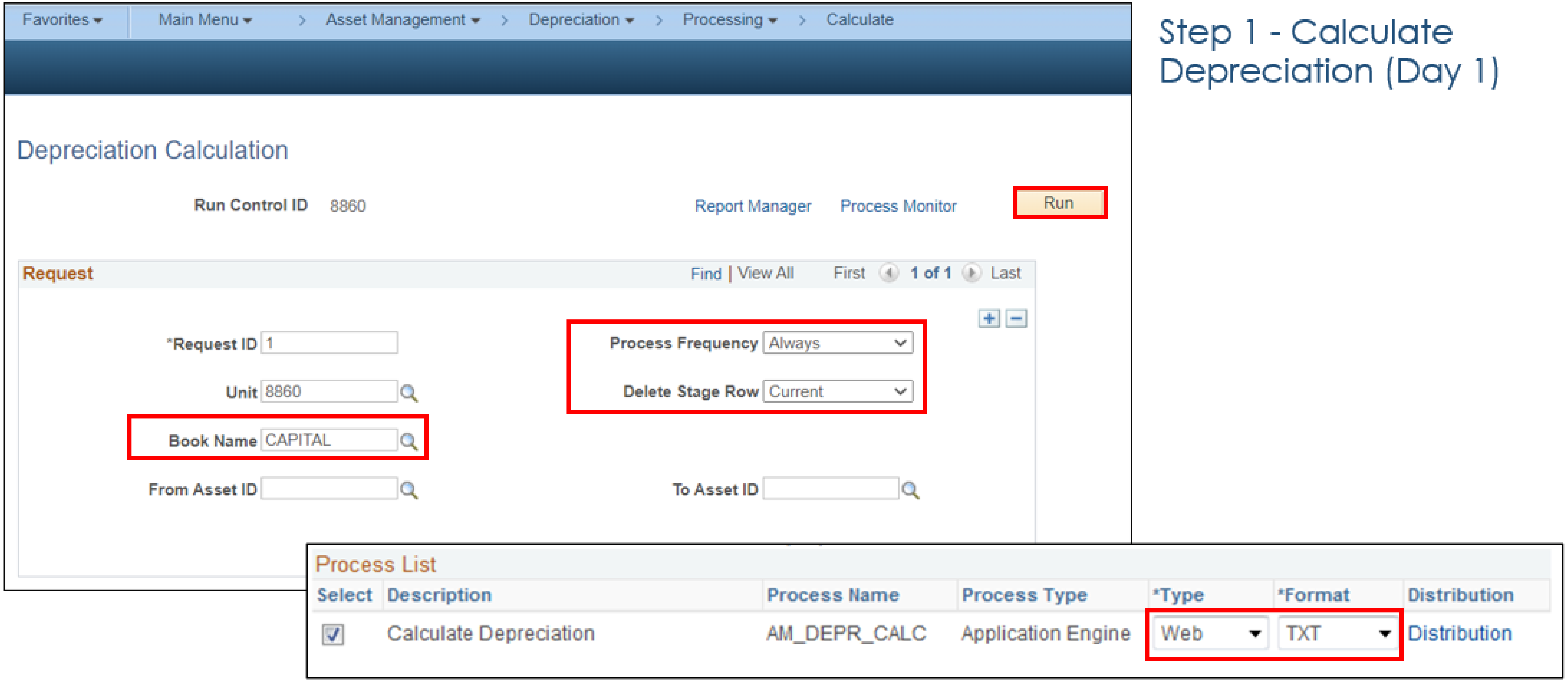
Running Asset Depreciation is a two-day process:

1. Calculate Depreciation (Day 1)
2. Run Depreciation Close (Day 1)
3. Entries are posted overnight
4. Validate Depreciation Journal "AM00XXXXXX" (Day 2)

Note: Step 1 creates depreciation entries in the Departmental Adjustment Ledger. See Assets Reconciliation section for more information.

Closing Activities

Asset Depreciation Process


Favorites ▾
Main Menu ▾
› Asset Management ▾
› Depreciation ▾
› Processing ▾
› Calculate

Depreciation Calculation

Run Control ID 8860

Report Manager
Process Monitor
Run

Request

Find | View All
First
1 of 1
Last

***Request ID** 1

Unit 8860

Book Name CAPITAL

From Asset ID

Process Frequency Always

Delete Stage Row Current

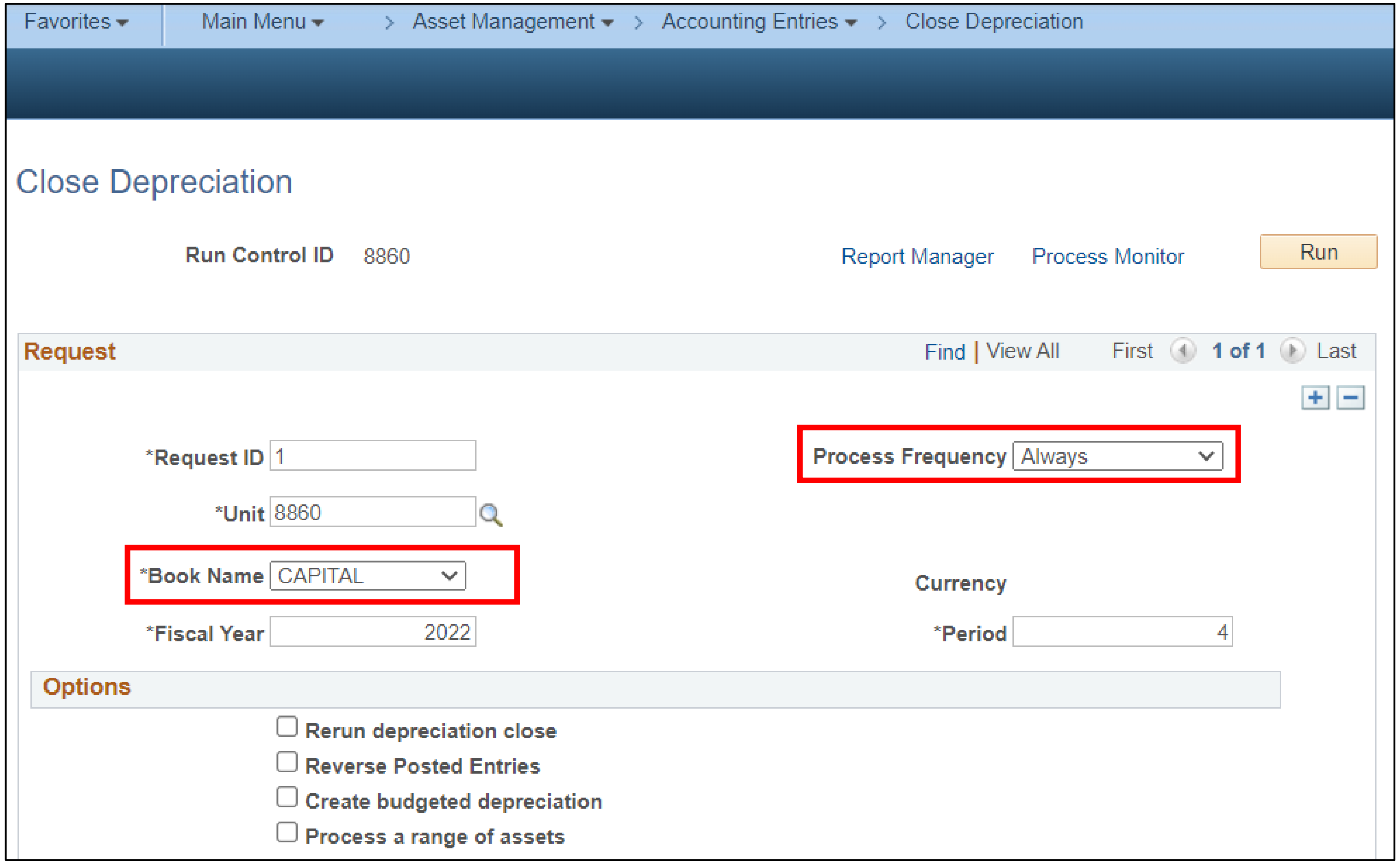
To Asset ID

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Calculate Depreciation	AM_DEPR_CALC	Application Engine	Web	TXT	Distribution

Step 1 - Calculate Depreciation (Day 1)

Closing Activities
Asset Depreciation Process


Favorites
Main Menu
Asset Management
Accounting Entries
Close Depreciation

Close Depreciation

Run Control ID 8860

Report Manager
Process Monitor
Run

Request

Find | View All
First 1 of 1 Last

*Request ID 1

Process Frequency Always

*Unit 8860

*Book Name CAPITAL

Currency

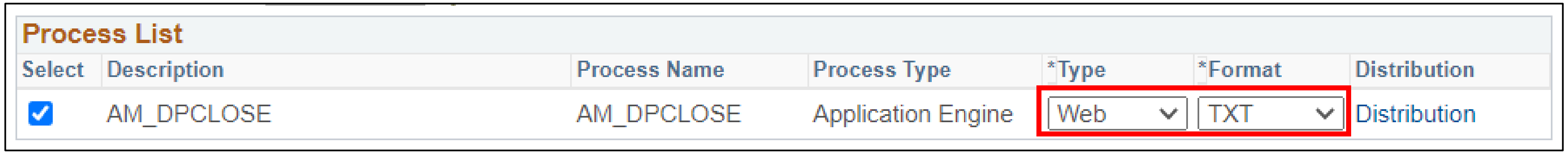
*Fiscal Year 2022

*Period 4

Options

☐ Rerun depreciation close
☐ Reverse Posted Entries
☐ Create budgeted depreciation
☐ Process a range of assets

Step 2 - Run Depreciation Close (Day 1)

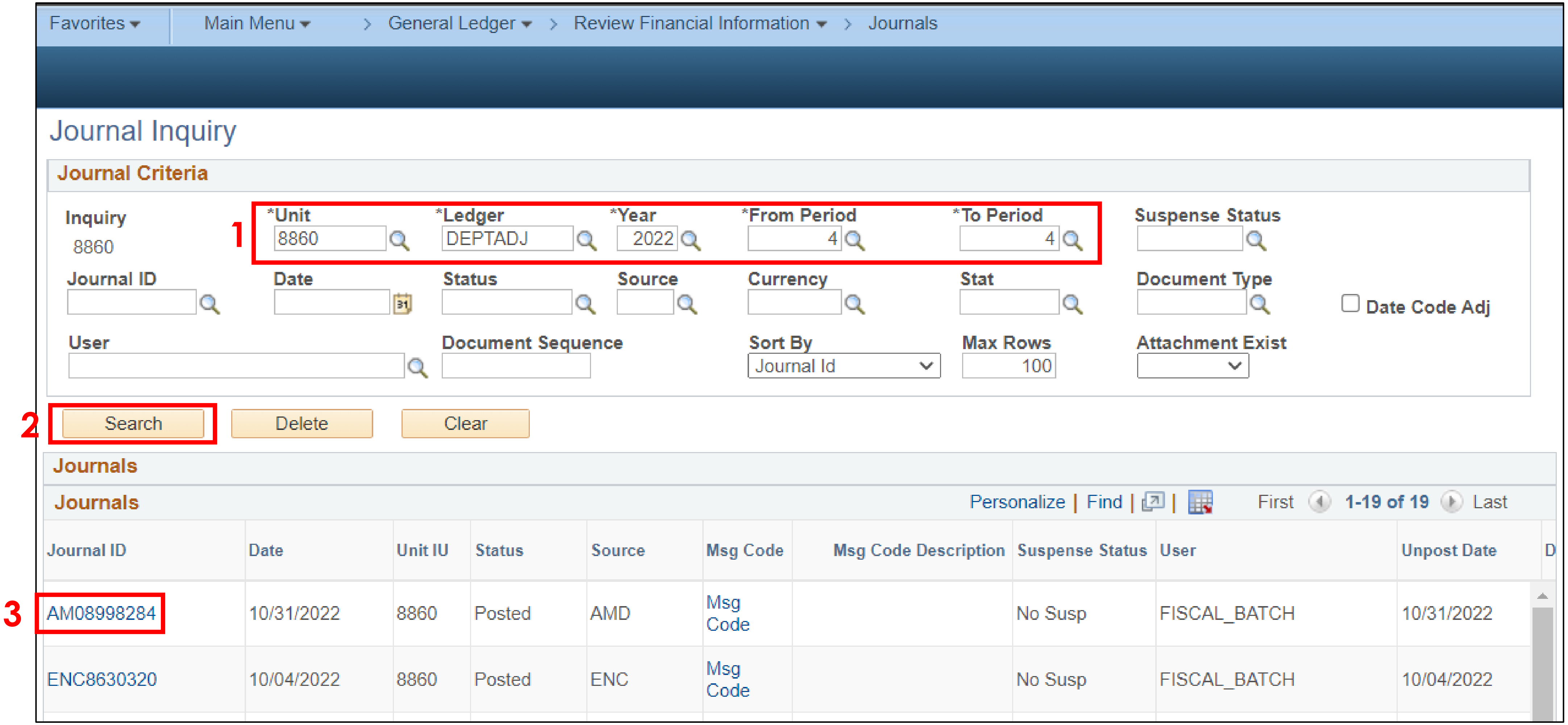


Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AM_DPCLOSE	AM_DPCLOSE	Application Engine	Web	TXT	Distribution

Closing Activities
Asset Depreciation Process

Step 3 - Validate Depreciation Journal (Day 2)


Favorites
Main Menu
General Ledger
Review Financial Information
Journals
Journal Inquiry
Journal Criteria
Search
Delete
Clear
Journals
Personalize | Find
First
1-19 of 19
Last

Inquiry 8860

1
*Unit 8860
*Ledger DEPTADJ
*Year 2022
*From Period 4
*To Period 4

Suspense Status
Journal ID
Date
Status
Source
Currency
Stat
Document Type
☐ Date Code Adj
User
Document Sequence
Sort By Journal Id
Max Rows 100
Attachment Exist

2 Search

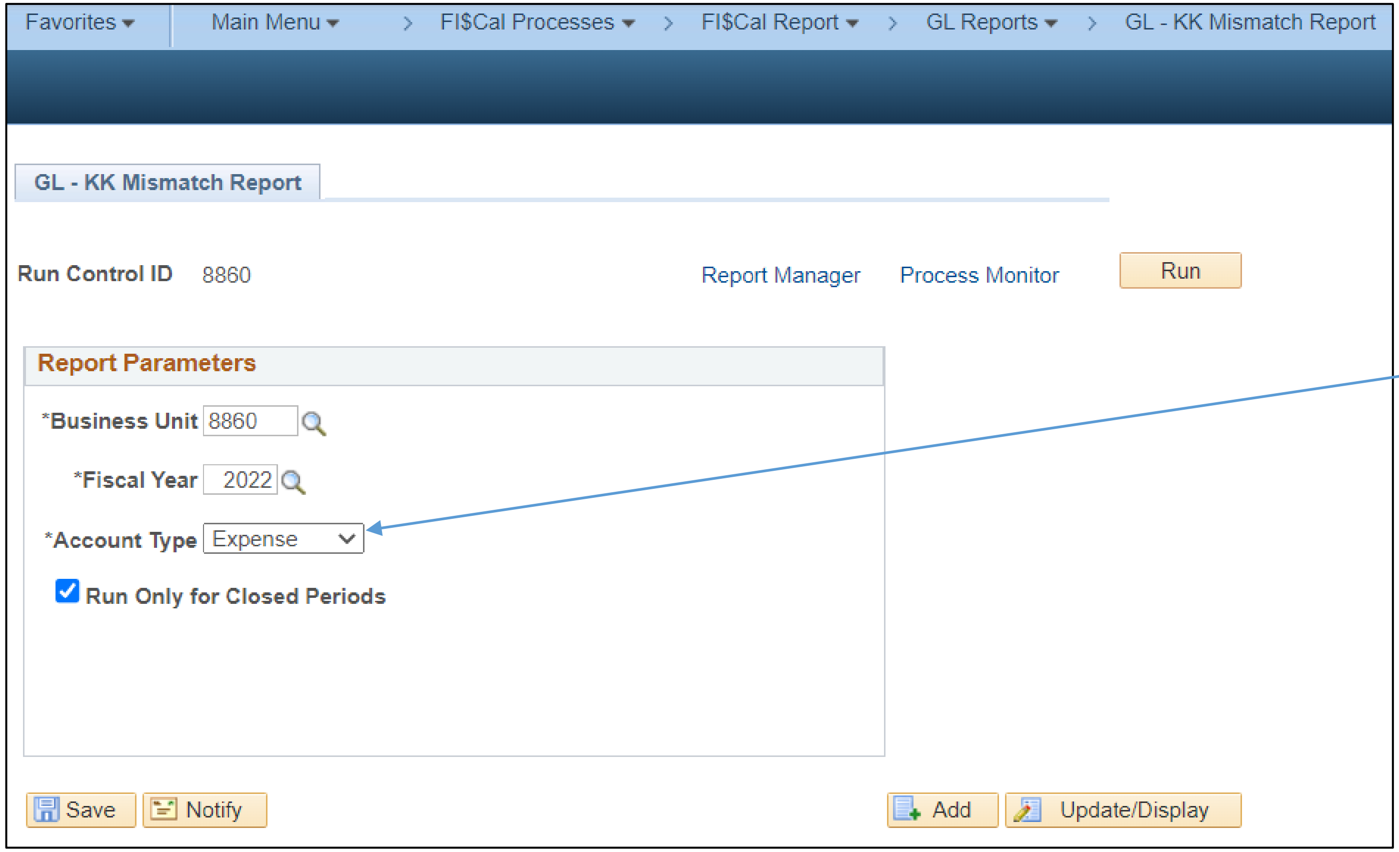
Journals

Journal ID	Date	Unit IU	Status	Source	Msg Code	Msg Code Description	Suspense Status	User	Unpost Date	D
3 AM08998284	10/31/2022	8860	Posted	AMD	Msg Code		No Susp	FISCAL_BATCH	10/31/2022	
ENC8630320	10/04/2022	8860	Posted	ENC	Msg Code		No Susp	FISCAL_BATCH	10/04/2022	

Closing Activities
General Ledger – Commitment Control Mismatch Report

Job Aid FISCal.425 provides instructions on identification and resolution.

General Ledger (GL) – Commitment Control (KK) mismatches are the balance mismatches between GL and KK modules. The variance is typically caused by subsystem transactions/GL Journals that are not successfully posted either in GL or in KK.


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
GL - KK Mismatch Report
GL - KK Mismatch Report
Report Manager
Process Monitor
Run
Report Parameters
Save
Notify
Add
Update/Display

Run Control ID 8860

*Business Unit 8860

*Fiscal Year 2022

*Account Type Expense

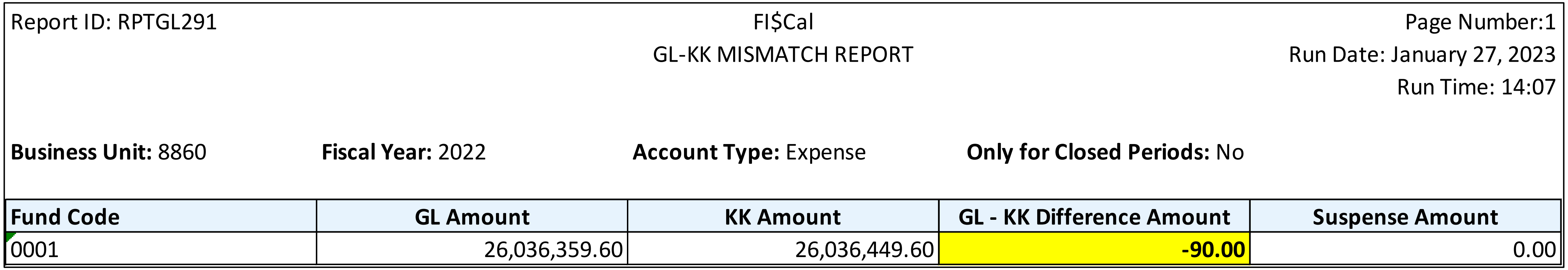
☑ Run Only for Closed Periods

Select Account Type: Expense or Revenue

Closing Activities

General Ledger – Commitment Control Mismatch Report

Summary Tab:



Report ID: RPTGL291 | FI$Cal | Page Number:1

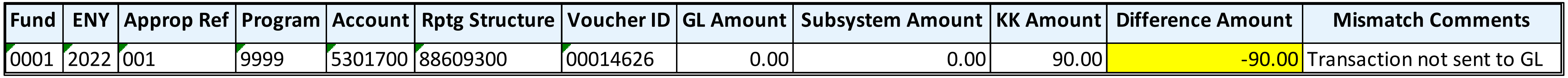
GL-KK MISMATCH REPORT | Run Date: January 27, 2023

Run Time: 14:07

Business Unit: 8860 **Fiscal Year:** 2022 **Account Type:** Expense **Only for Closed Periods:** No

Fund Code	GL Amount	KK Amount	GL - KK Difference Amount	Suspense Amount
0001	26,036,359.60	26,036,449.60	**-90.00**	0.00

Detail Tab:

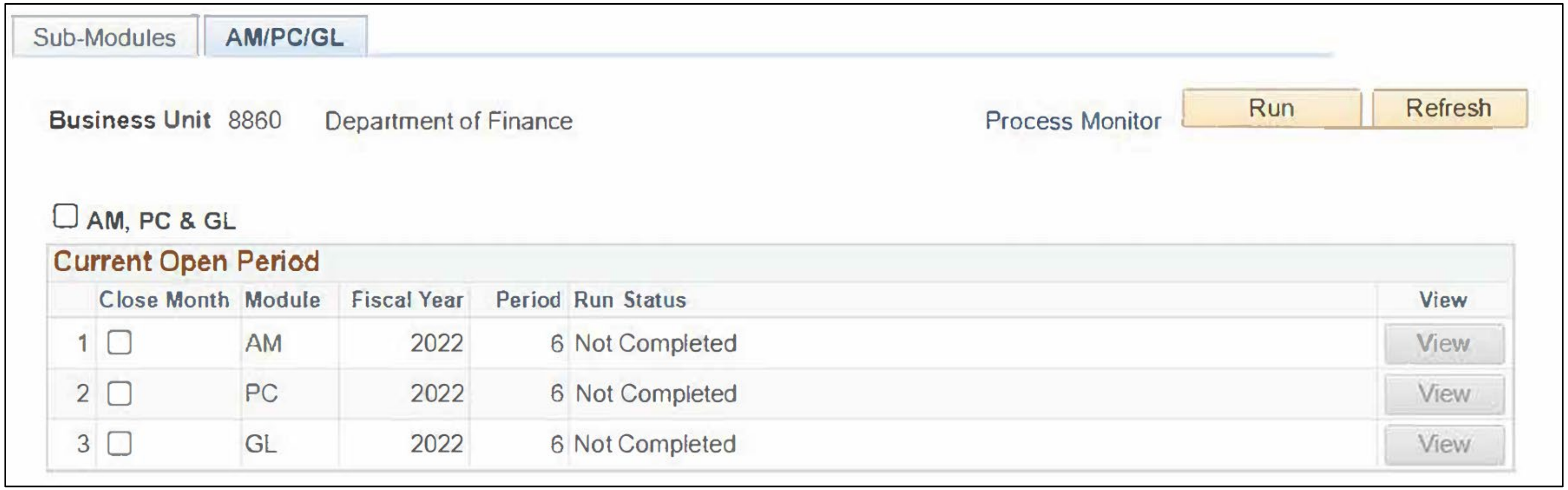


Fund	ENY	Approp Ref	Program	Account	Rptg Structure	Voucher ID	GL Amount	Subsystem Amount	KK Amount	Difference Amount	Mismatch Comments
0001	2022	001	9999	5301700	88609300	00014626	0.00	0.00	90.00	-90.00	Transaction not sent to GL

Closing Activities

Close and Verify Asset Management/General Ledger/Project Costing Modules Closure

- Follow Job Aid FISCal.431 to automatically close Asset Management(AM)/General Ledger(GL)/Project Costing (PC) modules in real time.
- If Month-End Close (MEC) automation process is not set up, request the Z_DEPT_GL_MEC_ADMIN role.
- Verify AM/GL/PC modules closure.



Business Unit 8860 Department of Finance

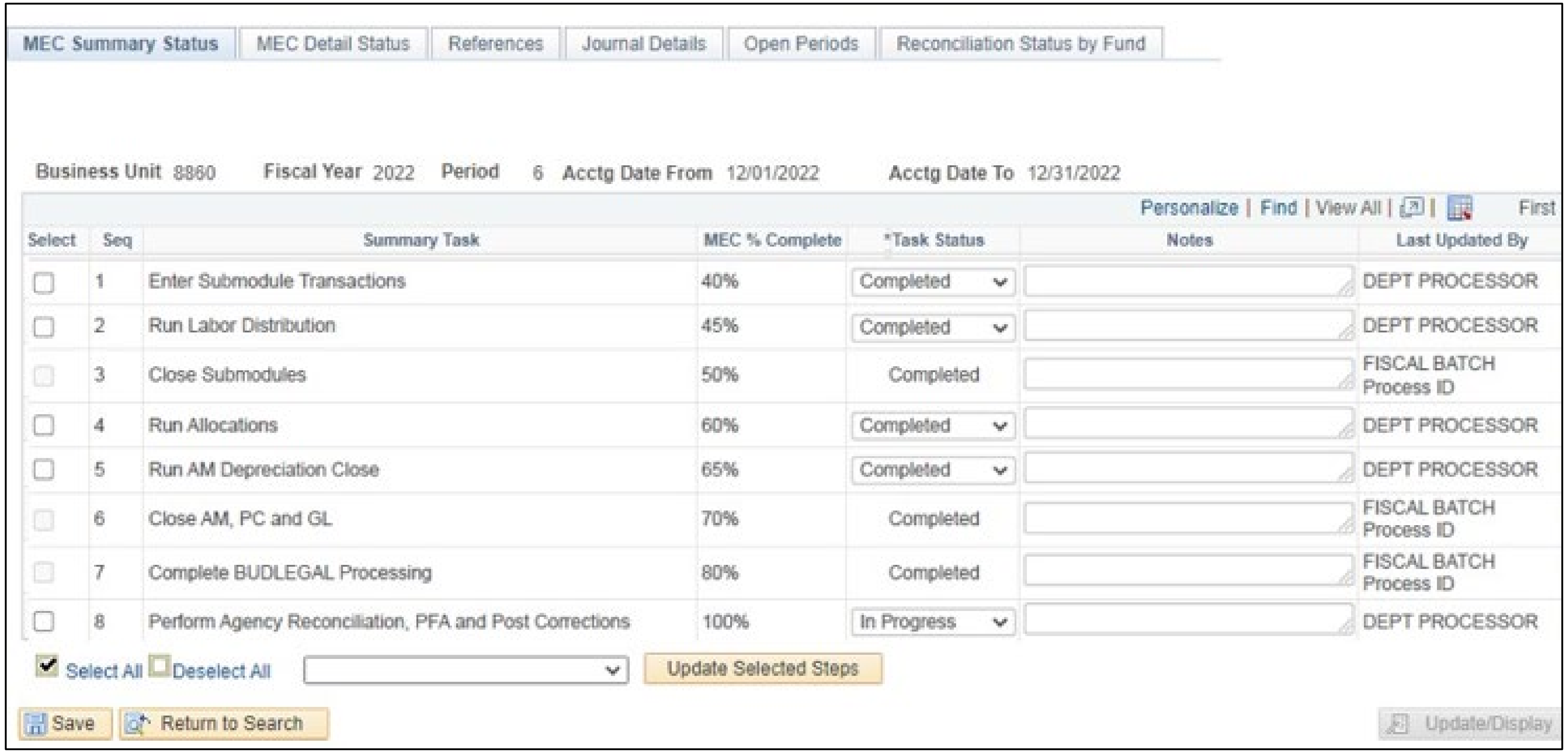
☐ AM, PC & GL

Current Open Period

	Close Month	Module	Fiscal Year	Period	Run Status	View
1	☐	AM	2022	6	Not Completed	View
2	☐	PC	2022	6	Not Completed	View
3	☐	GL	2022	6	Not Completed	View

Closing Activities
Update Month-End Close Dashboard

Update MEC Dashboard (refer to slides #37-38 and Job Aid FISCal.335)


MEC Summary Status
MEC Detail Status
References
Journal Details
Open Periods
Reconciliation Status by Fund
Personalize | Find | View All |
First

Business Unit 8860 **Fiscal Year** 2022 **Period** 6 **Acctg Date From** 12/01/2022 **Acctg Date To** 12/31/2022

Select	Seq	Summary Task	MEC % Complete	*Task Status	Notes	Last Updated By
☐	1	Enter Submodule Transactions	40%	Completed		DEPT PROCESSOR
☐	2	Run Labor Distribution	45%	Completed		DEPT PROCESSOR
☐	3	Close Submodules	50%	Completed		FISCAL BATCH Process ID
☐	4	Run Allocations	60%	Completed		DEPT PROCESSOR
☐	5	Run AM Depreciation Close	65%	Completed		DEPT PROCESSOR
☐	6	Close AM, PC and GL	70%	Completed		FISCAL BATCH Process ID
☐	7	Complete BUDLEGAL Processing	80%	Completed		FISCAL BATCH Process ID
☐	8	Perform Agency Reconciliation, PFA and Post Corrections	100%	In Progress		DEPT PROCESSOR

☑ Select All ☐ Deselect All
Update Selected Steps
Save
Return to Search
Update/Display

Budgetary Legal Ledger Overview

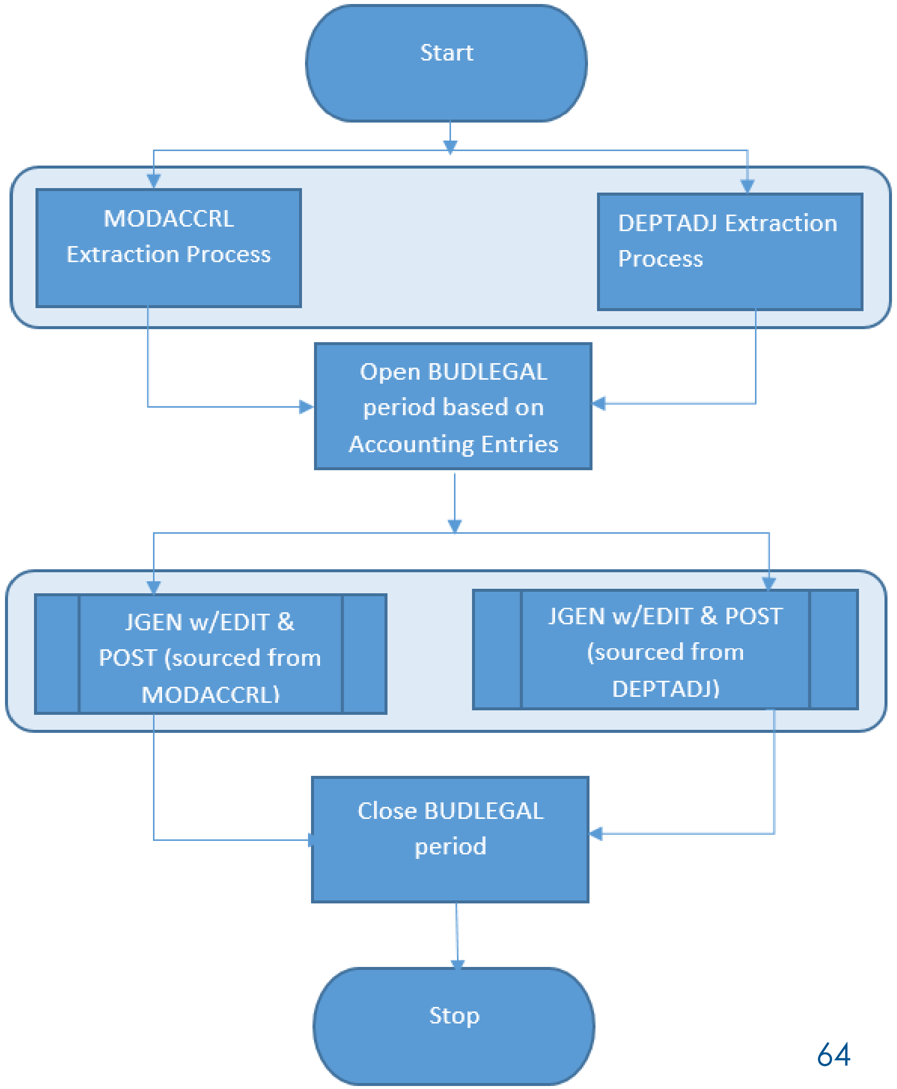
Budgetary Legal Ledger Overview

- Overview
- Flow of Activities

Budgetary Legal Ledger - Overview

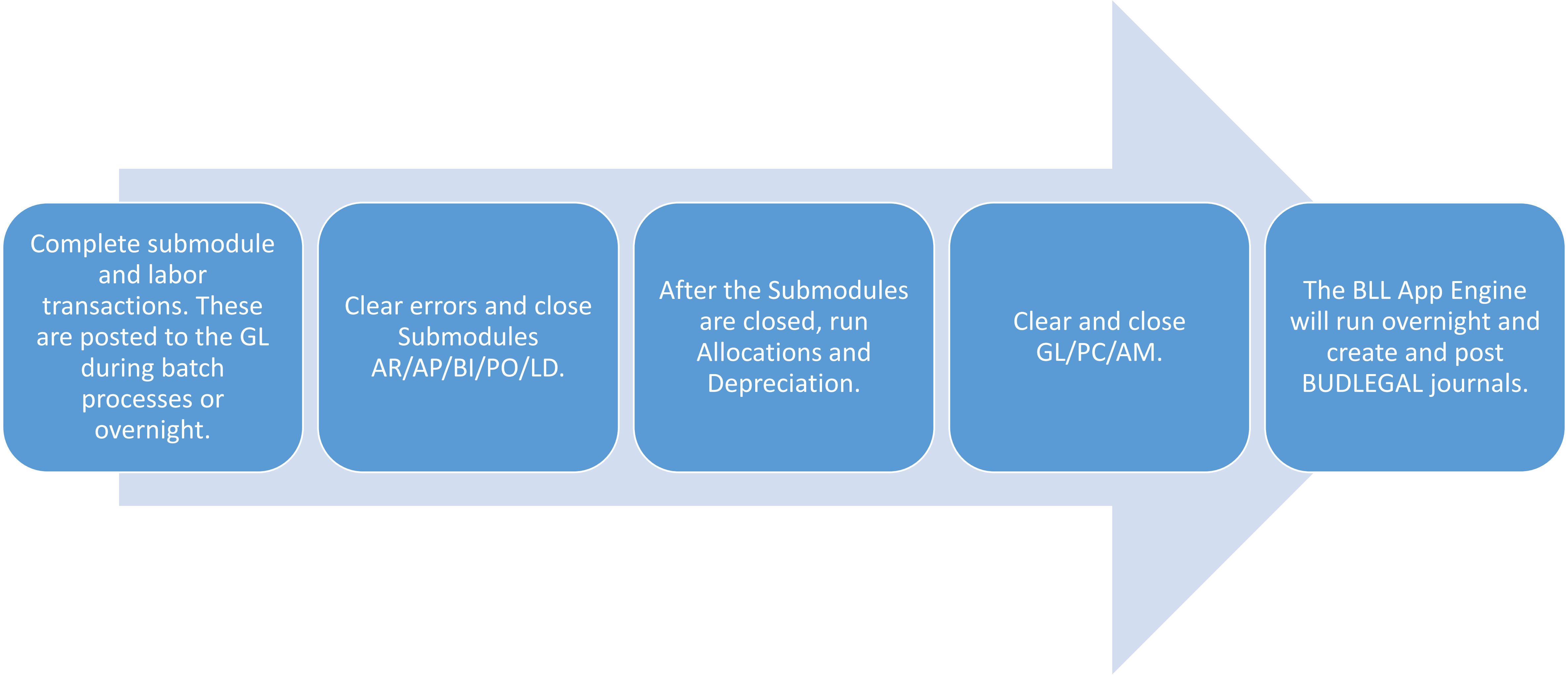
- The Budgetary Legal Ledger (BUDLEGAL/BLL) is the source of financial information for the Budgetary/Legal Year-End Financial Reports. It consists of cash basis, encumbrance, and accrual transactions.
- Transactions are posted into the BUDLEGAL ledger after an Accounting Period is closed, using the PeopleSoft Application Engine (BLL App Engine).
- The monthly posting of transactions to the BUDLEGAL ledgers will allow:
  - Departments to perform monthly reconciliations using the BUDLEGAL data. This will result in less errors and workload at year-end.
  - Fund administrator BUs to validate fund-level transactions when reconciling cash.

BLL App Engine Flow Chart


Start
MODACCRL Extraction Process
DEPTADJ Extraction Process
Open BUDLEGAL period based on Accounting Entries
JGEN w/EDIT & POST (sourced from MODACCRL)
JGEN w/EDIT & POST (sourced from DEPTADJ)
Close BUDLEGAL period
Stop

Budgetary Legal Ledger – Overview

Flow of Activities



Complete submodule and labor transactions. These are posted to the GL during batch processes or overnight.

Clear errors and close Submodules AR/AP/BI/PO/LD.

After the Submodules are closed, run Allocations and Depreciation.

Clear and close GL/PC/AM.

The BLL App Engine will run overnight and create and post BUDLEGAL journals.

Encumbrance/Accounts Payable

Encumbrance/Accounts Payable

- Policy
- Research Tools
- Reports & Queries

Encumbrance/Accounts Payable
Policy

SAM Section 8340 - Encumbrance

Encumbrances are obligations of all or part of an appropriation. The purpose of accounting for encumbrances is to prevent the overspending of an appropriation. Encumbrances reserve a portion of an appropriation representing an obligation that has not been paid, or commitments related to unperformed contracts for goods and services.

Encumbrance/Accounts Payable

Departments must review encumbrance balances:

- Analyze Purchase Order (PO) encumbrances, expenditures, and liquidate unneeded balances.
- Adjust encumbrances through PO Change Orders process (refer to Job Aid FISCal.290).
- Research encumbrances that have no expenditure activities for several months (e.g., review original encumbrance and remaining balance columns with the same amounts).
- At Year-End, agencies/departments should review encumbrances and liquidate reverting year encumbrances.

Encumbrance/Accounts Payable

Reports & Queries

Encumbrance reports or queries are used to reconcile PO encumbrance transactions against encumbrance balances on the Report No. 6, Final Budget Report. Run encumbrance queries from Inception Date (1/1/1901) to current date.

For Reconciliation:

- ➢ DFQ_PO_10_ENCUMBRANCE_DTL
  - ▪ Data pulled from C_DTL_ENC ledger and PO, AP, and GL modules.
  - ▪ Use this new query in lieu of DFQ_PO_02_ACTIVITY_ACCTG_ENTRY for reconciling with Report No. 6 encumbrance balances.
- ➢ Report No. 6 - Final Budget Report

For Research:

- ➢ DFQ_PO_01_ENC_STATUS_BY_PO
  - ▪ Has the same information as FI$Cal Encumbrance Status by PO Report.
  - ▪ Provides encumbrance details by ChartField for each PO's.
  - ▪ Lists encumbrance, expenditure, and remaining encumbrance amounts.
  - ▪ Use this query to reconcile expenditures in AP module.

Encumbrance/Accounts Payable

Research Tools

For Research:

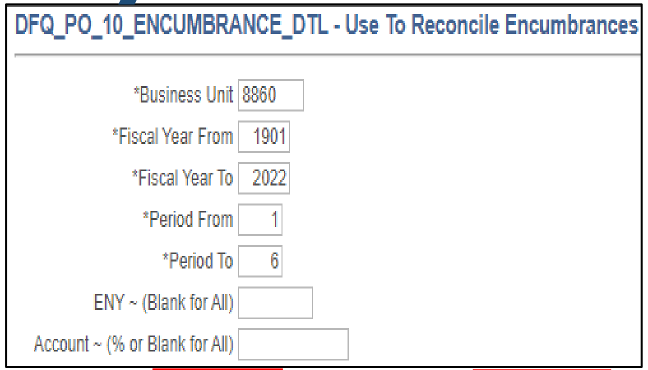
- DFQ_PO_03_Encumbrance_Accrual
  - Use this query to obtain PO encumbrance balance by fiscal year and period for month-end reconciliation.
  - Outstanding Encumbrance Accrual amounts.
- ZZ_Encumbrance_Report_Encumbrance Status Report
  - Amount of PO, expensed amount and remaining balance.
- Encumbrance Status by PO Report
  - Encumbrance amount, expensed amount and remaining balance.
- DFQ_AP_02_VOUCHERS_LISTING
  - List of AP Vouchers with payment information.
- Research vouchers or expenditures related to PO encumbrances:
  - Voucher Inquiry (online view).
  - AP Voucher Activity Report.

Encumbrance/Accounts Payable

Reports & Queries

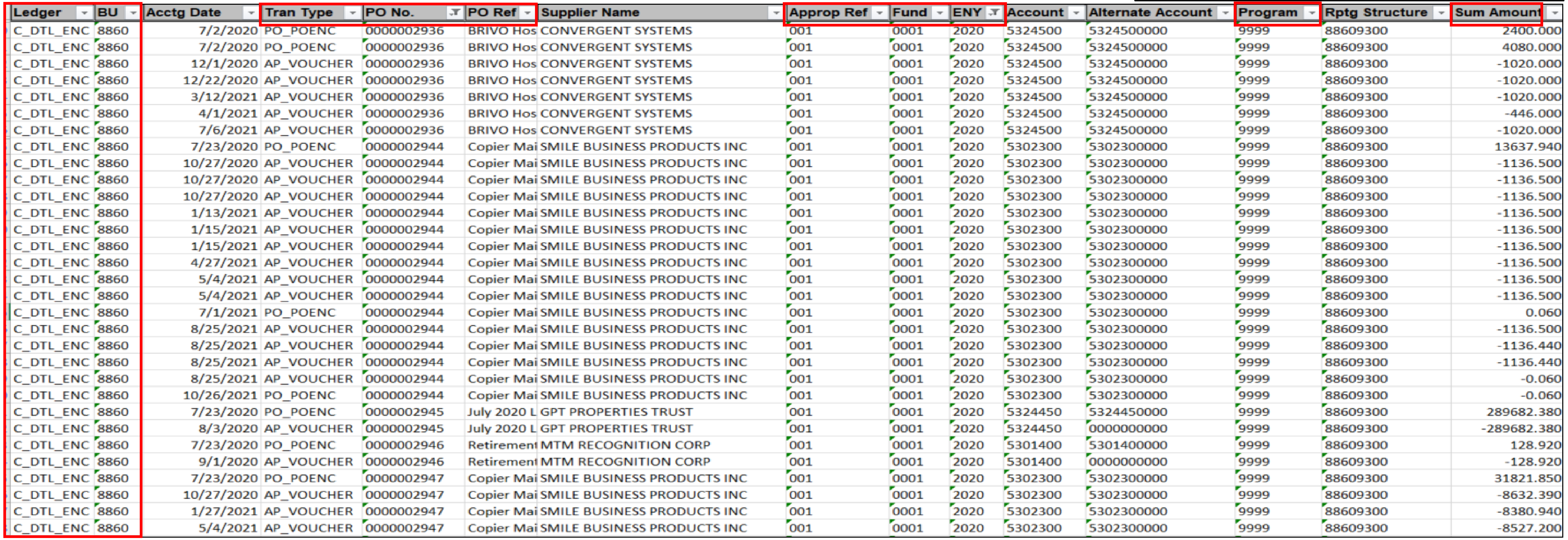
DFQ_PO_10_ENCUMBRANCE_DTL - QUERY

Sample of the query – provides information for the PO#, PO Reference, Funding Information, Program.



DFQ_PO_10_ENCUMBRANCE_DTL - Use To Reconcile Encumbrances

*Business Unit 8860
*Fiscal Year From 1901
*Fiscal Year To 2022
*Period From 1
*Period To 6
ENY ~ (Blank for All)
Account ~ (% or Blank for All)



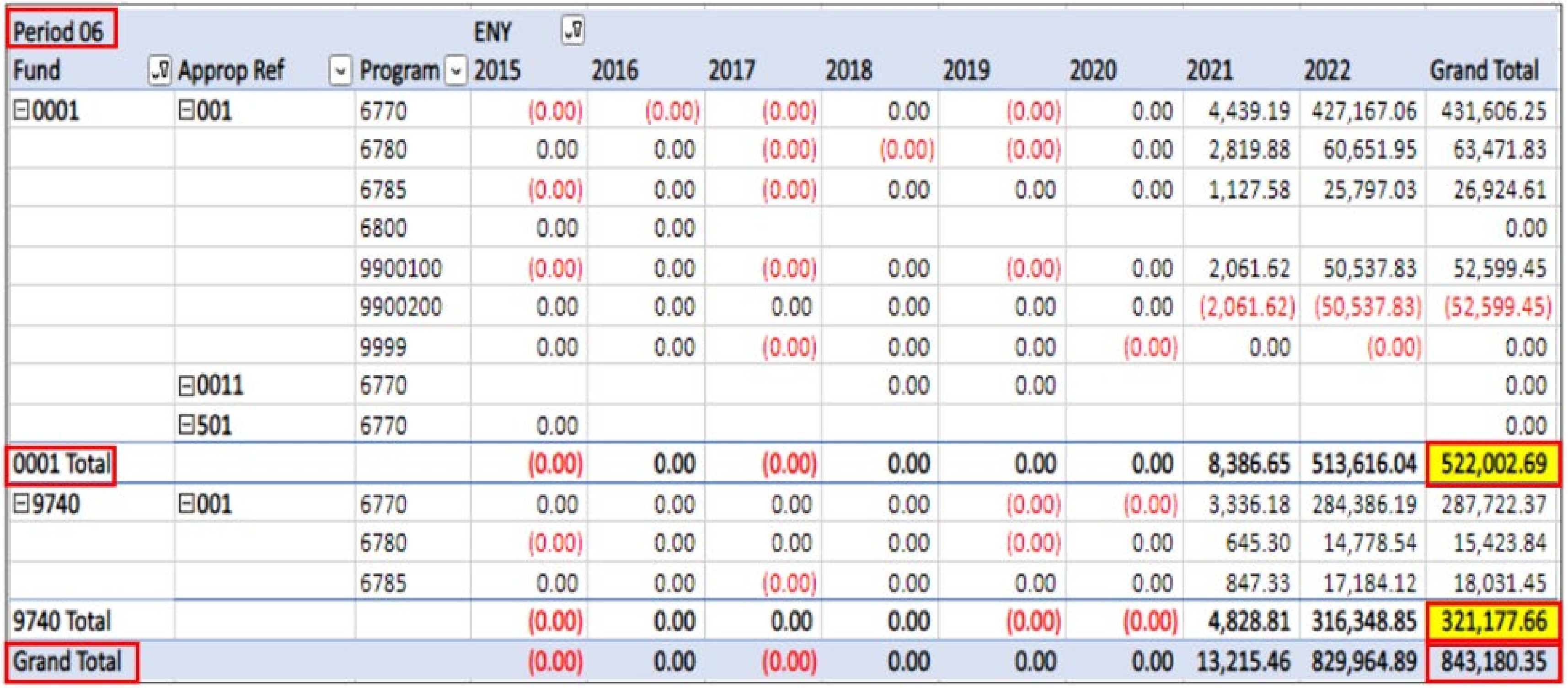
Ledger	BU	Acctg Date	Tran Type	PO No.	PO Ref	Supplier Name	Approp Ref	Fund	ENY	Account	Alternate Account	Program	Rptg Structure	Sum Amount
C_DTL_ENC	8860	7/2/2020	PO_POENC	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	2400.000
C_DTL_ENC	8860	7/2/2020	PO_POENC	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	4080.000
C_DTL_ENC	8860	12/1/2020	AP_VOUCHER	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	-1020.000
C_DTL_ENC	8860	12/22/2020	AP_VOUCHER	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	-1020.000
C_DTL_ENC	8860	3/12/2021	AP_VOUCHER	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	-1020.000
C_DTL_ENC	8860	4/1/2021	AP_VOUCHER	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	-446.000
C_DTL_ENC	8860	7/6/2021	AP_VOUCHER	0000002936	BRIVO Hos	CONVERGENT SYSTEMS	001	0001	2020	5324500	5324500000	9999	88609300	-1020.000
C_DTL_ENC	8860	7/23/2020	PO_POENC	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	13637.940
C_DTL_ENC	8860	10/27/2020	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	10/27/2020	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	10/27/2020	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	1/13/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	1/15/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	1/15/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	4/27/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	5/4/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	5/4/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	7/1/2021	PO_POENC	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	0.060
C_DTL_ENC	8860	8/25/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.500
C_DTL_ENC	8860	8/25/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.440
C_DTL_ENC	8860	8/25/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-1136.440
C_DTL_ENC	8860	8/25/2021	AP_VOUCHER	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-0.060
C_DTL_ENC	8860	10/26/2021	PO_POENC	0000002944	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-0.060
C_DTL_ENC	8860	7/23/2020	PO_POENC	0000002945	July 2020 L	GPT PROPERTIES TRUST	001	0001	2020	5324450	5324450000	9999	88609300	289682.380
C_DTL_ENC	8860	8/3/2020	AP_VOUCHER	0000002945	July 2020 L	GPT PROPERTIES TRUST	001	0001	2020	5324450	0000000000	9999	88609300	-289682.380
C_DTL_ENC	8860	7/23/2020	PO_POENC	0000002946	Retirement	MTM RECOGNITION CORP	001	0001	2020	5301400	5301400000	9999	88609300	128.920
C_DTL_ENC	8860	9/1/2020	AP_VOUCHER	0000002946	Retirement	MTM RECOGNITION CORP	001	0001	2020	5301400	0000000000	9999	88609300	-128.920
C_DTL_ENC	8860	7/23/2020	PO_POENC	0000002947	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	31821.850
C_DTL_ENC	8860	10/27/2020	AP_VOUCHER	0000002947	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-8632.390
C_DTL_ENC	8860	1/27/2021	AP_VOUCHER	0000002947	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-8380.940
C_DTL_ENC	8860	5/4/2021	AP_VOUCHER	0000002947	Copier Mai	SMILE BUSINESS PRODUCTS INC	001	0001	2020	5302300	5302300000	9999	88609300	-8527.200

Encumbrance/Accounts Payable

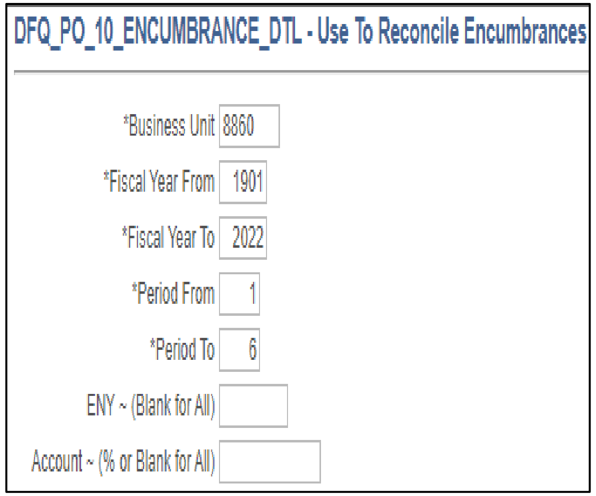
Reports & Queries

DFQ_PO_10_ENCUMBRANCE_DTL - QUERY

Data provides subtotals and appropriation totals that match to Report No. 6.



Period 06			ENY								
Fund	Approp Ref	Program	2015	2016	2017	2018	2019	2020	2021	2022	Grand Total
⊟0001	⊟001	6770	(0.00)	(0.00)	(0.00)	0.00	(0.00)	0.00	4,439.19	427,167.06	431,606.25
		6780	0.00	0.00	(0.00)	(0.00)	(0.00)	0.00	2,819.88	60,651.95	63,471.83
		6785	(0.00)	0.00	(0.00)	0.00	0.00	0.00	1,127.58	25,797.03	26,924.61
		6800	0.00	0.00							0.00
		9900100	(0.00)	0.00	(0.00)	0.00	(0.00)	0.00	2,061.62	50,537.83	52,599.45
		9900200	0.00	0.00	0.00	0.00	0.00	0.00	(2,061.62)	(50,537.83)	(52,599.45)
		9999	0.00	0.00	(0.00)	0.00	0.00	(0.00)	0.00	(0.00)	0.00
	⊟0011	6770				0.00	0.00				0.00
	⊟501	6770	0.00								0.00
0001 Total			(0.00)	0.00	(0.00)	0.00	0.00	0.00	8,386.65	513,616.04	522,002.69
⊟9740	⊟001	6770	0.00	0.00	0.00	0.00	(0.00)	(0.00)	3,336.18	284,386.19	287,722.37
		6780	(0.00)	0.00	0.00	0.00	(0.00)	0.00	645.30	14,778.54	15,423.84
		6785	0.00	0.00	(0.00)	0.00	0.00	0.00	847.33	17,184.12	18,031.45
9740 Total			(0.00)	0.00	0.00	0.00	(0.00)	(0.00)	4,828.81	316,348.85	321,177.66
Grand Total			(0.00)	0.00	(0.00)	0.00	0.00	0.00	13,215.46	829,964.89	843,180.35



DFQ_PO_10_ENCUMBRANCE_DTL - Use To Reconcile Encumbrances

*Business Unit 8860

*Fiscal Year From 1901

*Fiscal Year To 2022

*Period From 1

*Period To 6

ENY - (Blank for All)

Account - (% or Blank for All)

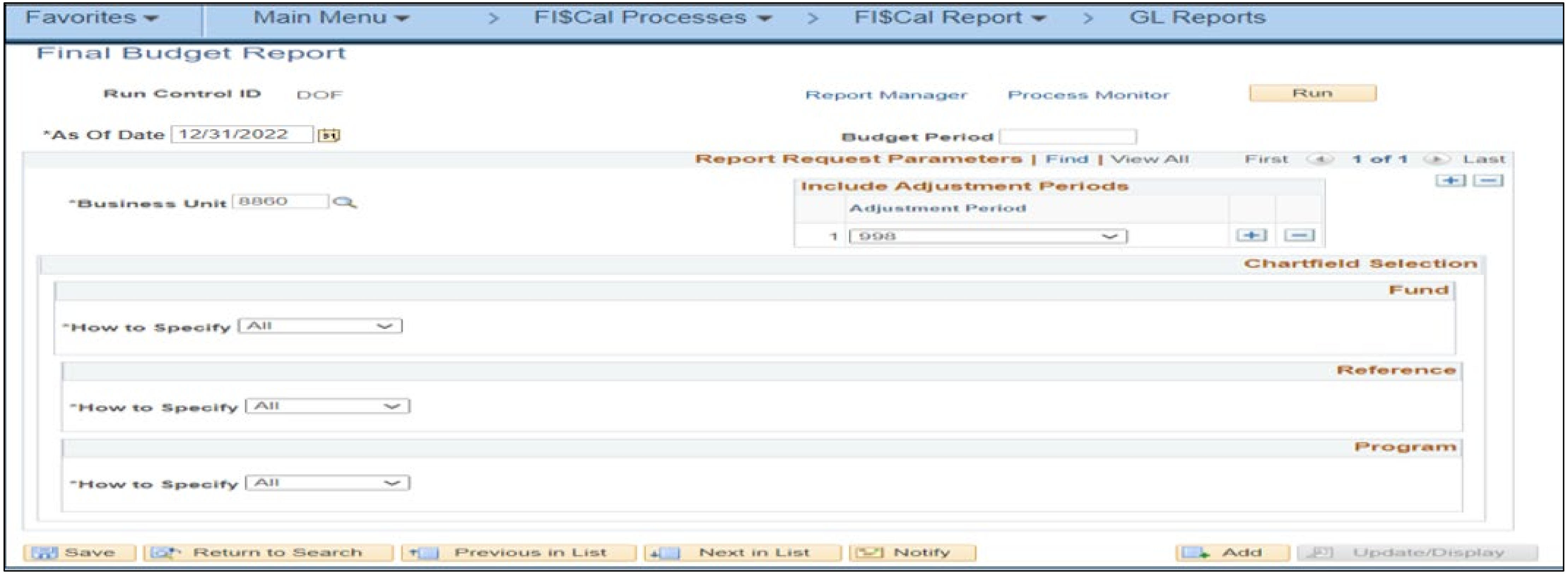
Notes:

- Some rows and columns are hidden for training display.
- Run this query to get encumbrance transaction from C_DTL_ENC ledger and PO, AP and GL modules that support encumbrance balance on the Report No. 6.
- DFQ_PO_05_ENC_RECLASS_SUMMARY query also provides encumbrance balances that matched Report No. 6 at a summary level.

Encumbrance/Accounts Payable
Reports & Queries

Report No. 6 - Final Budget Report

Run this report to get a summary status of expenditure, encumbrance, reimbursements, budgeted transfer and appropriation balance for each program.


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Final Budget Report
Report Manager
Process Monitor
Run
Report Request Parameters | Find | View All
First
1 of 1
Last
Include Adjustment Periods
Chartfield Selection
Fund
Reference
Program
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Run Control ID DOF

*As Of Date 12/31/2022

Budget Period

*Business Unit 8860

Adjustment Period
1 998

Fund *How to Specify All

Reference *How to Specify All

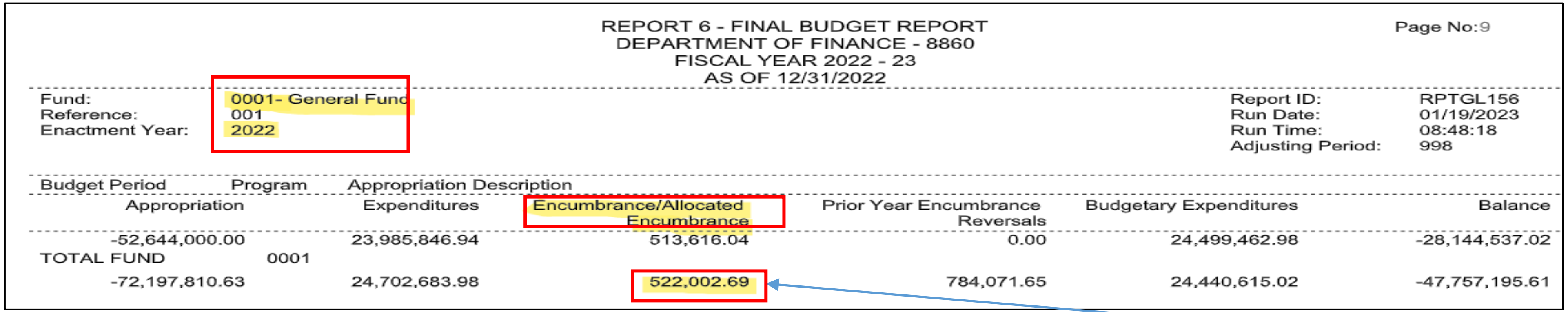
Program *How to Specify All

Note: Refer to Job Aid FISCal.235 and Year-End Training, Report No. 6, for more details.

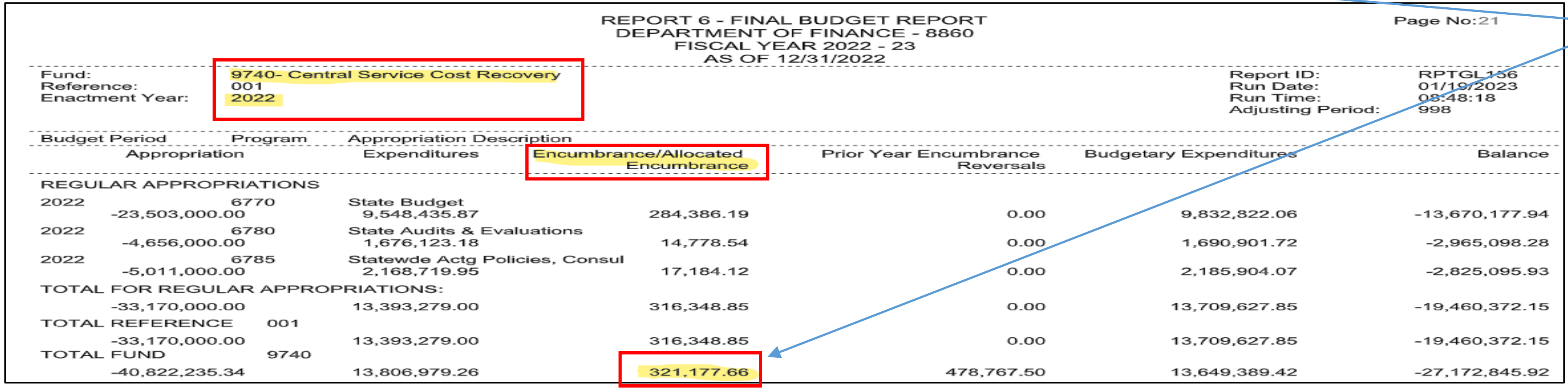
Encumbrance/Accounts Payable

Reports & Queries

Report No. 6 - Final Budget Report



```
                          REPORT 6 - FINAL BUDGET REPORT                              Page No:9
                          DEPARTMENT OF FINANCE - 8860
                             FISCAL YEAR 2022 - 23
                               AS OF 12/31/2022
---------------------------------------------------------------------------------------------------------
Fund:             0001- General Fund                                   Report ID:          RPTGL156
Reference:        001                                                  Run Date:           01/19/2023
Enactment Year:   2022                                                 Run Time:           08:48:18
                                                                       Adjusting Period:   998
---------------------------------------------------------------------------------------------------------
Budget Period     Program     Appropriation Description
---------------------------------------------------------------------------------------------------------
        Appropriation        Expenditures   Encumbrance/Allocated   Prior Year Encumbrance   Budgetary Expenditures        Balance
                                                      Encumbrance                Reversals
---------------------------------------------------------------------------------------------------------
       -52,644,000.00       23,985,846.94              513,616.04                     0.00            24,499,462.98   -28,144,537.02
TOTAL FUND              0001
       -72,197,810.63       24,702,683.98              522,002.69               784,071.65            24,440,615.02   -47,757,195.61
```



```
                          REPORT 6 - FINAL BUDGET REPORT                              Page No:21
                          DEPARTMENT OF FINANCE - 8860
                             FISCAL YEAR 2022 - 23
                               AS OF 12/31/2022
---------------------------------------------------------------------------------------------------------
Fund:             9740- Central Service Cost Recovery                  Report ID:          RPTGL156
Reference:        001                                                  Run Date:           01/19/2023
Enactment Year:   2022                                                 Run Time:           08:48:18
                                                                       Adjusting Period:   998
---------------------------------------------------------------------------------------------------------
Budget Period     Program     Appropriation Description
---------------------------------------------------------------------------------------------------------
        Appropriation        Expenditures   Encumbrance/Allocated   Prior Year Encumbrance   Budgetary Expenditures        Balance
                                                      Encumbrance                Reversals
---------------------------------------------------------------------------------------------------------
REGULAR APPROPRIATIONS
2022                6770     State Budget
       -23,503,000.00        9,548,435.87              284,386.19                     0.00             9,832,822.06   -13,670,177.94
2022                6780     State Audits & Evaluations
        -4,656,000.00        1,676,123.18               14,778.54                     0.00             1,690,901.72    -2,965,098.28
2022                6785     Statewde Actg Policies, Consul
        -5,011,000.00        2,168,719.95               17,184.12                     0.00             2,185,904.07    -2,825,095.93
TOTAL FOR REGULAR APPROPRIATIONS:
       -33,170,000.00       13,393,279.00              316,348.85                     0.00            13,709,627.85   -19,460,372.15
TOTAL REFERENCE     001
       -33,170,000.00       13,393,279.00              316,348.85                     0.00            13,709,627.85   -19,460,372.15
TOTAL FUND              9740
       -40,822,235.34       13,806,979.26              321,177.66               478,767.50            13,649,389.42   -27,172,845.92
```

Compare total by Fund/ENY and match it to the Final Budget Report

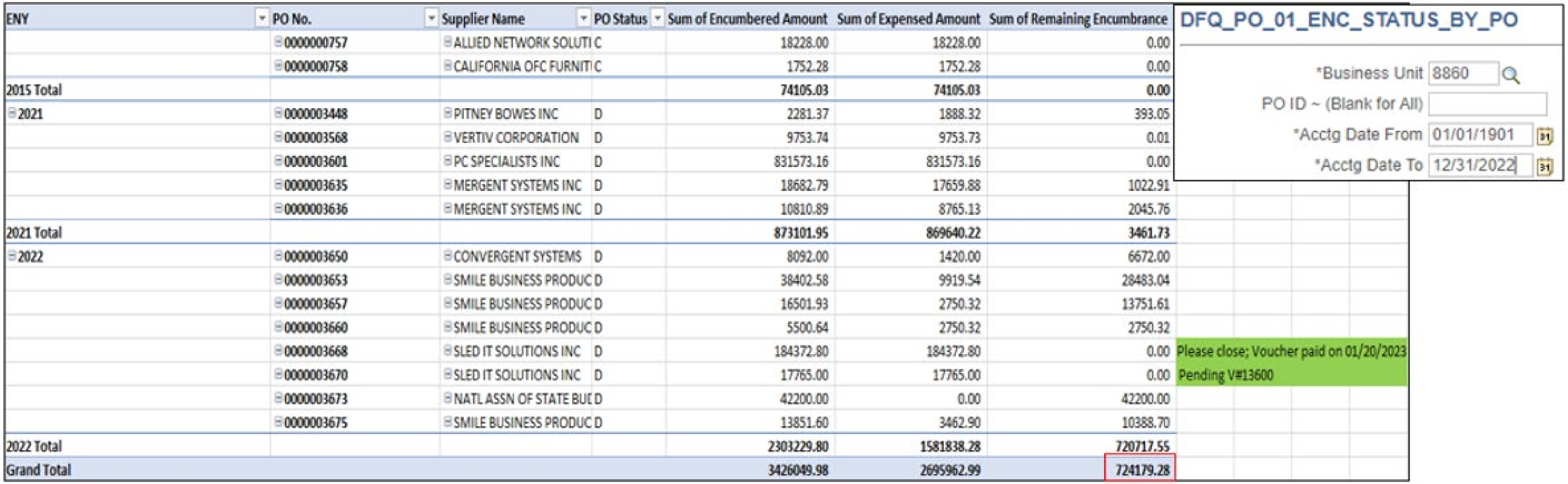
Note: Refer to Job Aid FISCal.235 and Year-End Training, Report No. 6, for more details.

Encumbrance/Accounts Payable

Reports & Queries

DFQ_PO_01_ENC_STATUS_BY_PO - QUERY

Data pulled from C_DTL_ENC ledger, PO and AP modules. Run this query to identify the Encumbered amount, Expensed Amount and Remaining Encumbrance amount by sub-total for each PO Line.



ENY	PO No.	Supplier Name	PO Status	Sum of Encumbered Amount	Sum of Expensed Amount	Sum of Remaining Encumbrance	
	0000000757	ALLIED NETWORK SOLUTI	C	18228.00	18228.00	0.00	
	0000000758	CALIFORNIA OFC FURNITI	C	1752.28	1752.28	0.00	
2015 Total				74105.03	74105.03	0.00	
2021	0000003448	PITNEY BOWES INC	D	2281.37	1888.32	393.05	
	0000003568	VERTIV CORPORATION	D	9753.74	9753.73	0.01	
	0000003601	PC SPECIALISTS INC	D	831573.16	831573.16	0.00	
	0000003635	MERGENT SYSTEMS INC	D	18682.79	17659.88	1022.91	
	0000003636	MERGENT SYSTEMS INC	D	10810.89	8765.13	2045.76	
2021 Total				873101.95	869640.22	3461.73	
2022	0000003650	CONVERGENT SYSTEMS	D	8092.00	1420.00	6672.00	
	0000003653	SMILE BUSINESS PRODUC	D	38402.58	9919.54	28483.04	
	0000003657	SMILE BUSINESS PRODUC	D	16501.93	2750.32	13751.61	
	0000003660	SMILE BUSINESS PRODUC	D	5500.64	2750.32	2750.32	
	0000003668	SLED IT SOLUTIONS INC	D	184372.80	184372.80	0.00	Please close; Voucher paid on 01/20/2023
	0000003670	SLED IT SOLUTIONS INC	D	17765.00	17765.00	0.00	Pending V#13600
	0000003673	NATL ASSN OF STATE BUI	D	42200.00	0.00	42200.00	
	0000003675	SMILE BUSINESS PRODUC	D	13851.60	3462.90	10388.70	
2022 Total				2303229.80	1581838.28	720717.55	
Grand Total				3426049.98	2695962.99	724179.28	

DFQ_PO_01_ENC_STATUS_BY_PO

*Business Unit 8860

PO ID ~ (Blank for All)

*Acctg Date From 01/01/1901

*Acctg Date To 12/31/2022

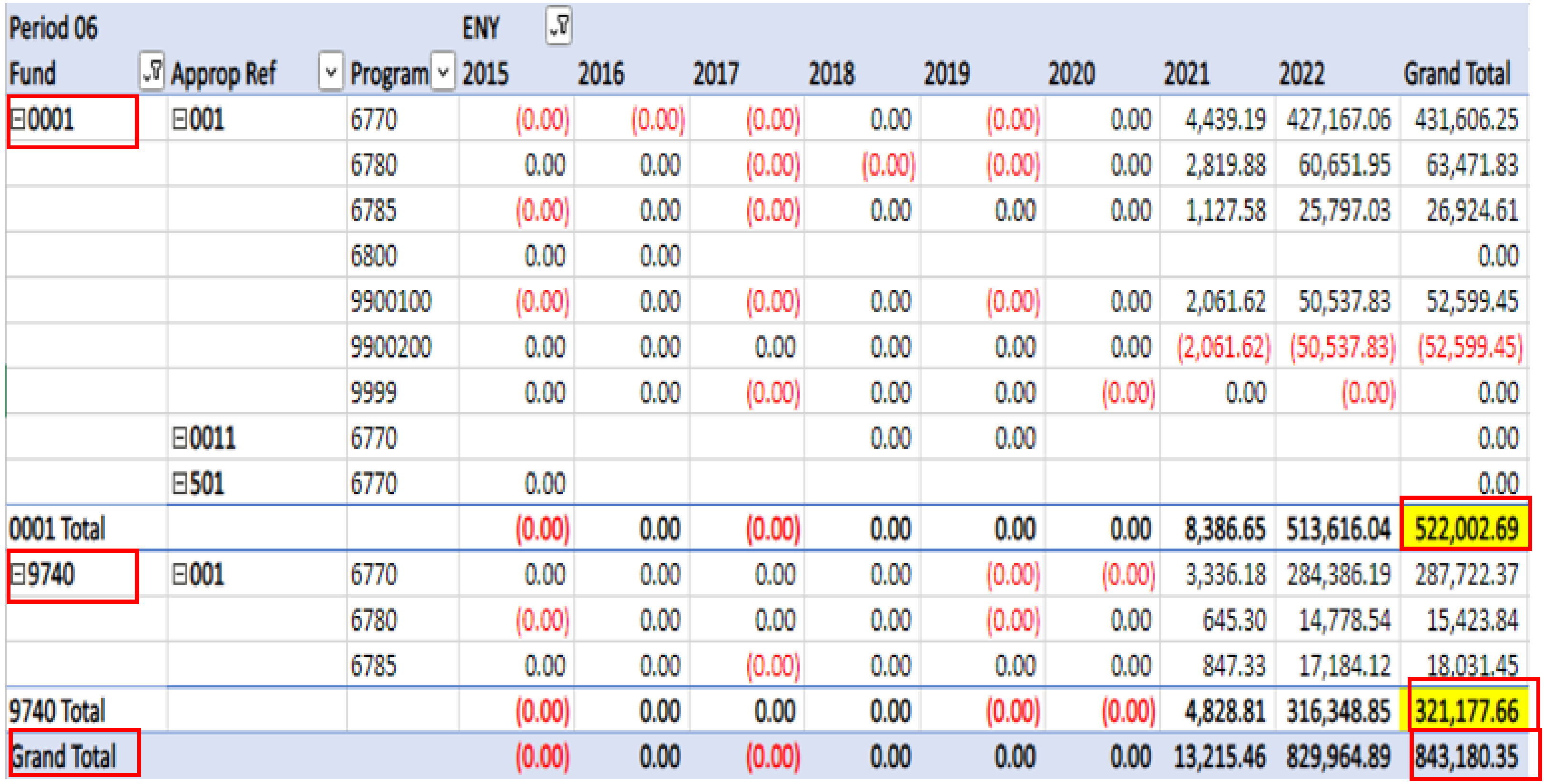
Note: This report normally does not match the Report No. 6 encumbrance total as it excludes GL module. Certain columns are hidden for training purposes.

Encumbrance/Accounts Payable

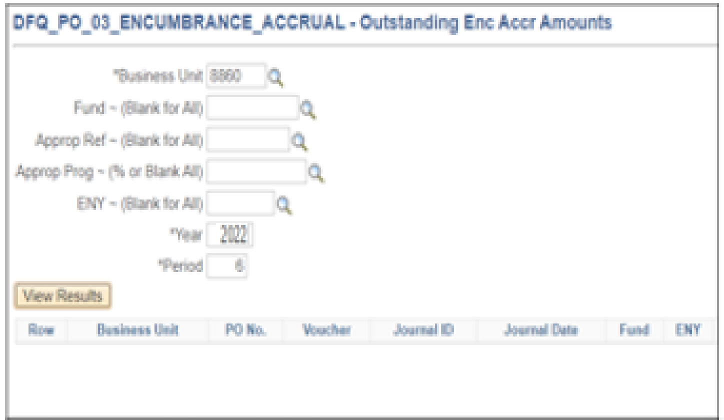
Reports & Queries

DFQ_PO_03_Encumbrance_Accrual

Run this query and filter by Fund/Appro Ref/Program/ENY or create a pivot table as shown below:



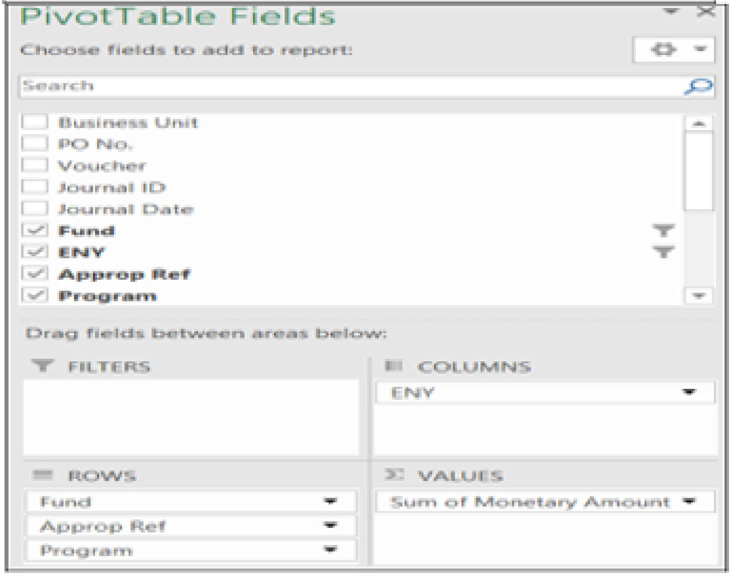
Period 06			ENY								
Fund	Approp Ref	Program	2015	2016	2017	2018	2019	2020	2021	2022	Grand Total
⊟0001	⊟001	6770	(0.00)	(0.00)	(0.00)	0.00	(0.00)	0.00	4,439.19	427,167.06	431,606.25
		6780	0.00	0.00	(0.00)	(0.00)	(0.00)	0.00	2,819.88	60,651.95	63,471.83
		6785	(0.00)	0.00	(0.00)	0.00	0.00	0.00	1,127.58	25,797.03	26,924.61
		6800	0.00	0.00							0.00
		9900100	(0.00)	0.00	(0.00)	0.00	(0.00)	0.00	2,061.62	50,537.83	52,599.45
		9900200	0.00	0.00	0.00	0.00	0.00	0.00	(2,061.62)	(50,537.83)	(52,599.45)
		9999	0.00	0.00	(0.00)	0.00	0.00	(0.00)	0.00	(0.00)	0.00
	⊟0011	6770				0.00	0.00				0.00
	⊟501	6770	0.00								0.00
0001 Total			(0.00)	0.00	(0.00)	0.00	0.00	0.00	8,386.65	513,616.04	522,002.69
⊟9740	⊟001	6770	0.00	0.00	0.00	0.00	(0.00)	(0.00)	3,336.18	284,386.19	287,722.37
		6780	(0.00)	0.00	0.00	0.00	(0.00)	0.00	645.30	14,778.54	15,423.84
		6785	0.00	0.00	(0.00)	0.00	0.00	0.00	847.33	17,184.12	18,031.45
9740 Total			(0.00)	0.00	0.00	0.00	(0.00)	(0.00)	4,828.81	316,348.85	321,177.66
Grand Total			(0.00)	0.00	(0.00)	0.00	0.00	0.00	13,215.46	829,964.89	843,180.35



DFQ_PO_03_ENCUMBRANCE_ACCRUAL - Outstanding Enc Accr Amounts

*Business Unit 8860
Fund ~ (Blank for All)
Approp Ref ~ (Blank for All)
Approp Prog ~ (% or Blank All)
ENY ~ (Blank for All)
*Year 2022
*Period 6

View Results
Row
Business Unit
PO No.
Voucher
Journal ID
Journal Date
Fund
ENY



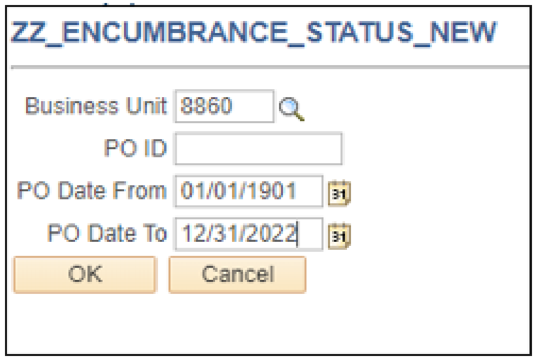
PivotTable Fields
Choose fields to add to report:
Search
☐ Business Unit
☐ PO No.
☐ Voucher
☐ Journal ID
☐ Journal Date
☑ Fund
☑ ENY
☑ Approp Ref
☑ Program
Drag fields between areas below:
FILTERS
COLUMNS
ENY
ROWS
Fund
Approp Ref
Program
VALUES
Sum of Monetary Amount

Encumbrance/Accounts Payable

Reports & Queries

Encumbrance Status Query

Query provides the encumbered amount, expensed amount, and remaining encumbrance amount by ChartField for each PO.



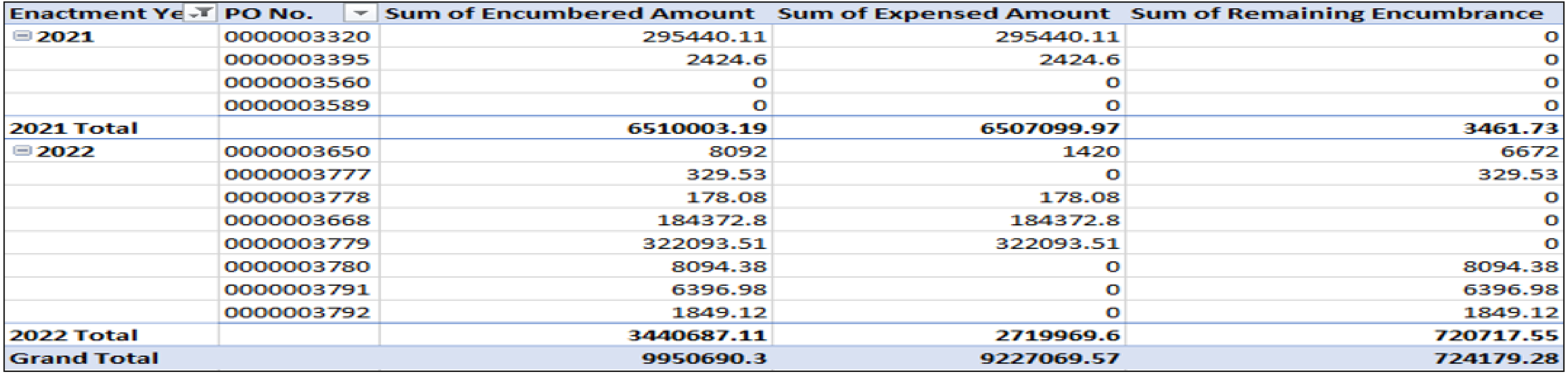
ZZ_ENCUMBRANCE_STATUS_NEW

Business Unit 8860

PO ID

PO Date From 01/01/1901

PO Date To 12/31/2022

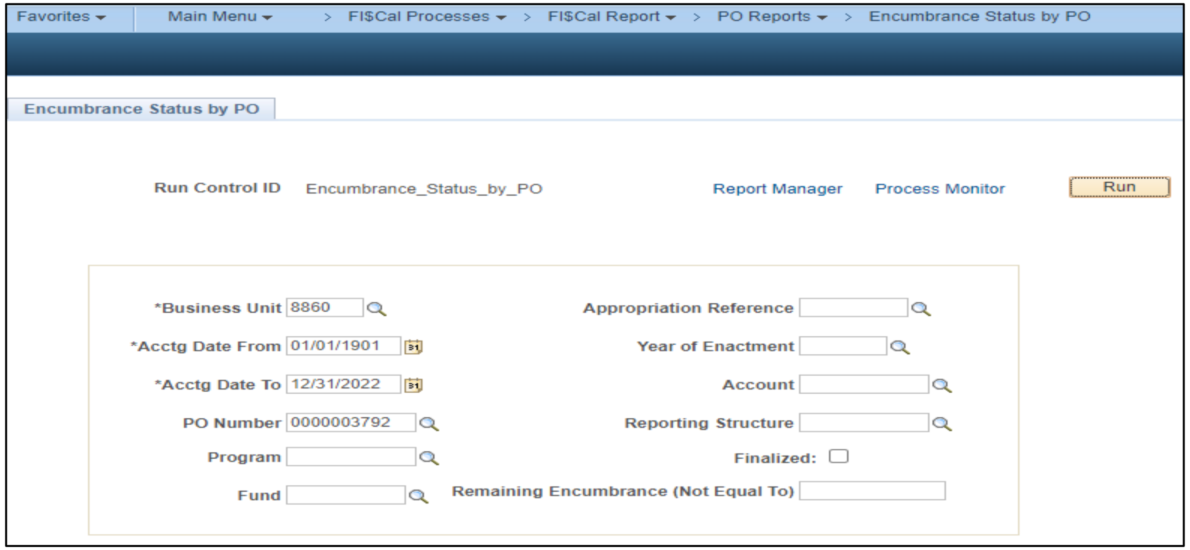


Enactment Ye	PO No.	Sum of Encumbered Amount	Sum of Expensed Amount	Sum of Remaining Encumbrance
2021	0000003320	295440.11	295440.11	0
	0000003395	2424.6	2424.6	0
	0000003560	0	0	0
	0000003589	0	0	0
2021 Total		**6510003.19**	**6507099.97**	**3461.73**
2022	0000003650	8092	1420	6672
	0000003777	329.53	0	329.53
	0000003778	178.08	178.08	0
	0000003668	184372.8	184372.8	0
	0000003779	322093.51	322093.51	0
	0000003780	8094.38	0	8094.38
	0000003791	6396.98	0	6396.98
	0000003792	1849.12	0	1849.12
2022 Total		**3440687.11**	**2719969.6**	**720717.55**
Grand Total		**9950690.3**	**9227069.57**	**724179.28**

Encumbrance/Accounts Payable
Reports & Queries

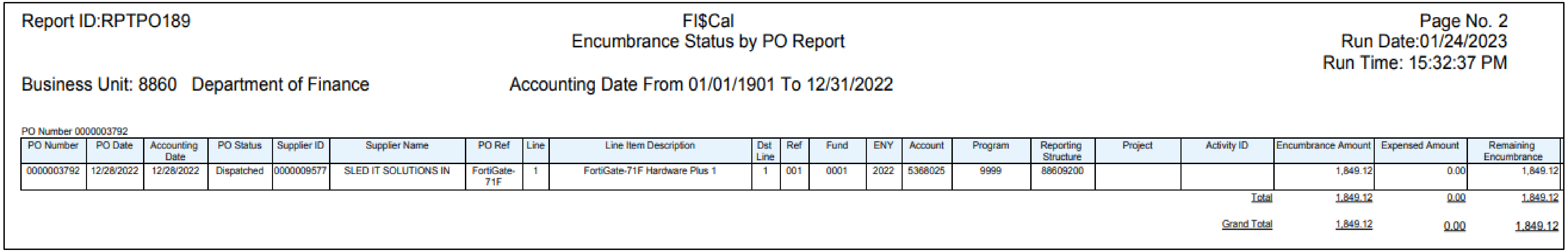
Encumbrance Status by PO Report

This report provides the encumbered amount, expensed amount, and remaining encumbrance amount by ChartField for each PO.


Favorites
Main Menu
> FI$Cal Processes
> FI$Cal Report
> PO Reports
> Encumbrance Status by PO
Encumbrance Status by PO
Report Manager
Process Monitor
Run

Run Control ID Encumbrance_Status_by_PO

*Business Unit	8860	Appropriation Reference	
*Acctg Date From	01/01/1901	Year of Enactment	
*Acctg Date To	12/31/2022	Account	
PO Number	0000003792	Reporting Structure	
Program		Finalized:	☐
Fund		Remaining Encumbrance (Not Equal To)	



Report ID:RPTPO189

FI$Cal
Encumbrance Status by PO Report

Page No. 2
Run Date:01/24/2023
Run Time: 15:32:37 PM

Business Unit: 8860 Department of Finance

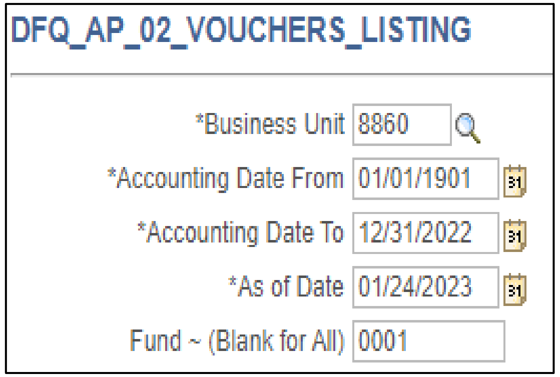
Accounting Date From 01/01/1901 To 12/31/2022

PO Number 0000003792

PO Number	PO Date	Accounting Date	PO Status	Supplier ID	Supplier Name	PO Ref	Line	Line Item Description	Dst Line	Ref	Fund	ENY	Account	Program	Reporting Structure	Project	Activity ID	Encumbrance Amount	Expensed Amount	Remaining Encumbrance
0000003792	12/28/2022	12/28/2022	Dispatched	0000009577	SLED IT SOLUTIONS IN	FortiGate-71F	1	FortiGate-71F Hardware Plus 1	1	001	0001	2022	5368025	9999	88609200			1,849.12	0.00	1,849.12
																	Total	1,849.12	0.00	1,849.12
																	Grand Total	1,849.12	0.00	1,849.12

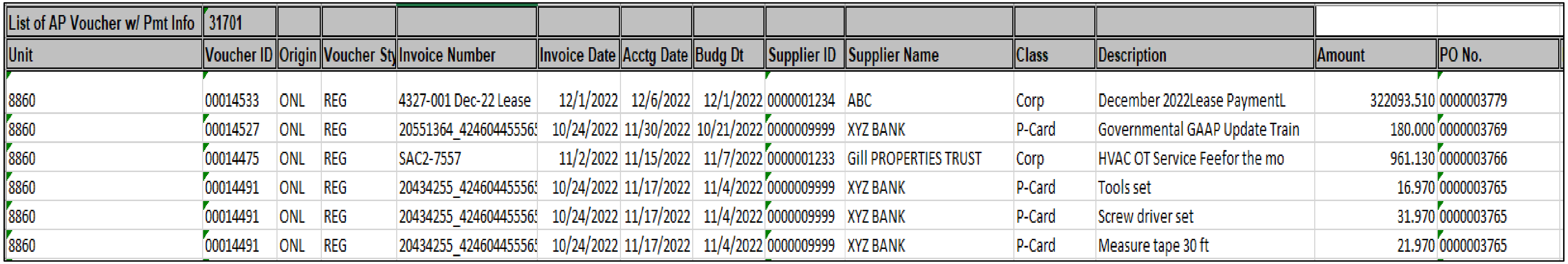
Encumbrance/Accounts Payable
Reports & Queries

DFQ_AP_02_VOUCHERS_LISTING - QUERY



DFQ_AP_02_VOUCHERS_LISTING

*Business Unit 8860
*Accounting Date From 01/01/1901
*Accounting Date To 12/31/2022
*As of Date 01/24/2023
Fund ~ (Blank for All) 0001

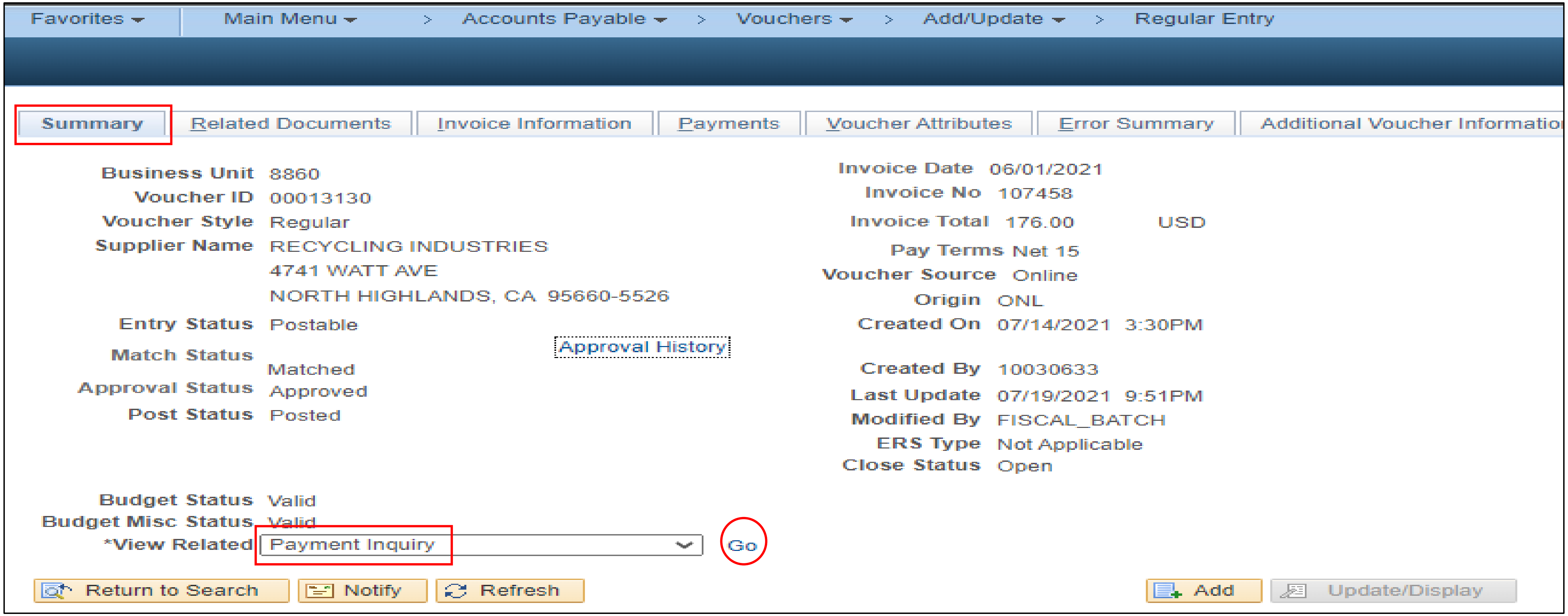


List of AP Voucher w/ Pmt Info	31701													
Unit	Voucher ID	Origin	Voucher Sty	Invoice Number	Invoice Date	Acctg Date	Budg Dt	Supplier ID	Supplier Name	Class	Description	Amount	PO No.
8860	00014533	ONL	REG	4327-001 Dec-22 Lease	12/1/2022	12/6/2022	12/1/2022	0000001234	ABC	Corp	December 2022Lease PaymentL	322093.510	0000003779
8860	00014527	ONL	REG	20551364_42460445556	10/24/2022	11/30/2022	10/21/2022	0000009999	XYZ BANK	P-Card	Governmental GAAP Update Train	180.000	0000003769
8860	00014475	ONL	REG	SAC2-7557	11/2/2022	11/15/2022	11/7/2022	0000001233	Gill PROPERTIES TRUST	Corp	HVAC OT Service Feefor the mo	961.130	0000003766
8860	00014491	ONL	REG	20434255_42460445556	10/24/2022	11/17/2022	11/4/2022	0000009999	XYZ BANK	P-Card	Tools set	16.970	0000003765
8860	00014491	ONL	REG	20434255_42460445556	10/24/2022	11/17/2022	11/4/2022	0000009999	XYZ BANK	P-Card	Screw driver set	31.970	0000003765
8860	00014491	ONL	REG	20434255_42460445556	10/24/2022	11/17/2022	11/4/2022	0000009999	XYZ BANK	P-Card	Measure tape 30 ft	21.970	0000003765

Note: This query provides voucher IDs and PO IDs for encumbrance reconciliation.

Encumbrance/Accounts Payable
Reports & Queries

Voucher Inquiry


Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Additional Voucher Informatio
Approval History
Go
Return to Search
Notify
Refresh
Add
Update/Display

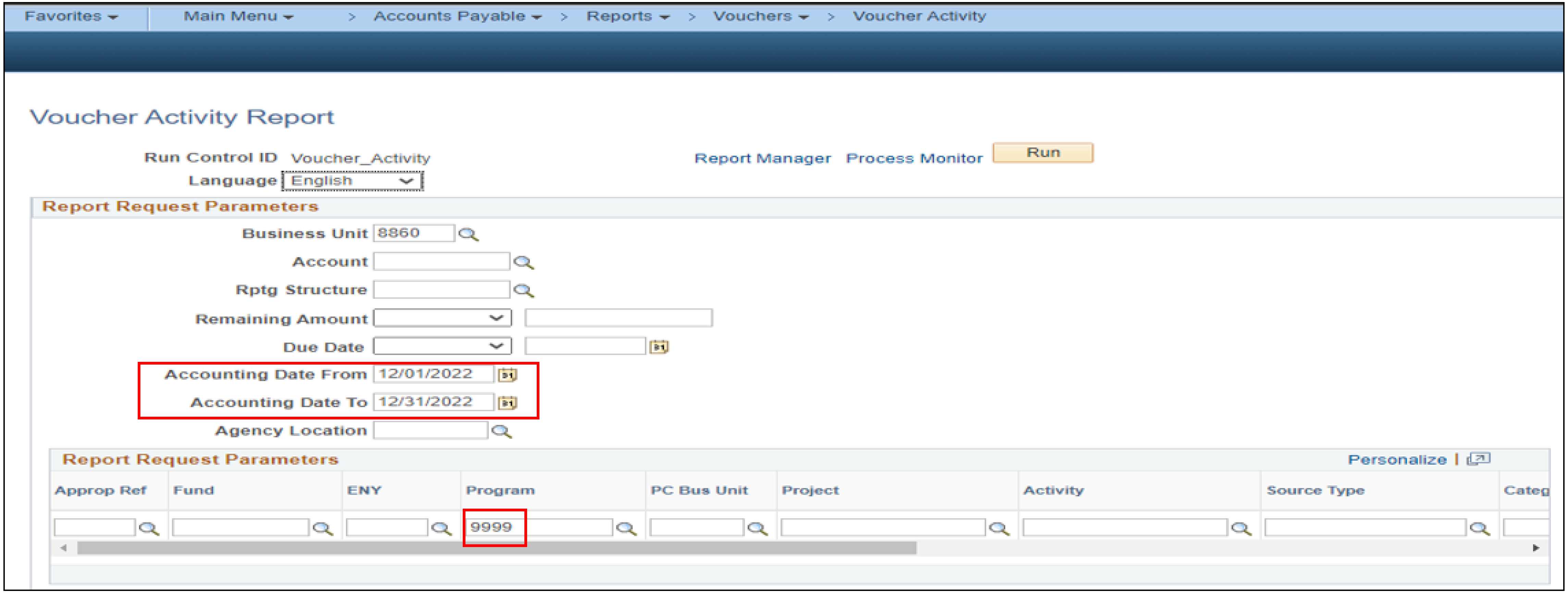
Business Unit	8860
Voucher ID	00013130
Voucher Style	Regular
Supplier Name	RECYCLING INDUSTRIES 4741 WATT AVE NORTH HIGHLANDS, CA 95660-5526
Entry Status	Postable
Match Status	Matched
Approval Status	Approved
Post Status	Posted
Budget Status	Valid
Budget Misc Status	Valid
*View Related	Payment Inquiry

Invoice Date	06/01/2021
Invoice No	107458
Invoice Total	176.00 USD
Pay Terms	Net 15
Voucher Source	Online
Origin	ONL
Created On	07/14/2021 3:30PM
Created By	10030633
Last Update	07/19/2021 9:51PM
Modified By	FISCAL_BATCH
ERS Type	Not Applicable
Close Status	Open

Encumbrance/Accounts Payable
Reports & Queries

Accounts Payable Voucher Activity Report

Run this report for specific ChartFields to research voucher payments and activities.


Favorites
Main Menu
> Accounts Payable
> Reports
> Vouchers
> Voucher Activity
Voucher Activity Report
Report Manager
Process Monitor
Run
Report Request Parameters
Account
Rptg Structure
Remaining Amount
Due Date
Agency Location
Report Request Parameters
Personalize
Approp Ref
Fund
ENY
Program
PC Bus Unit
Project
Activity
Source Type
Categ

Run Control ID Voucher_Activity

Language English

Business Unit 8860

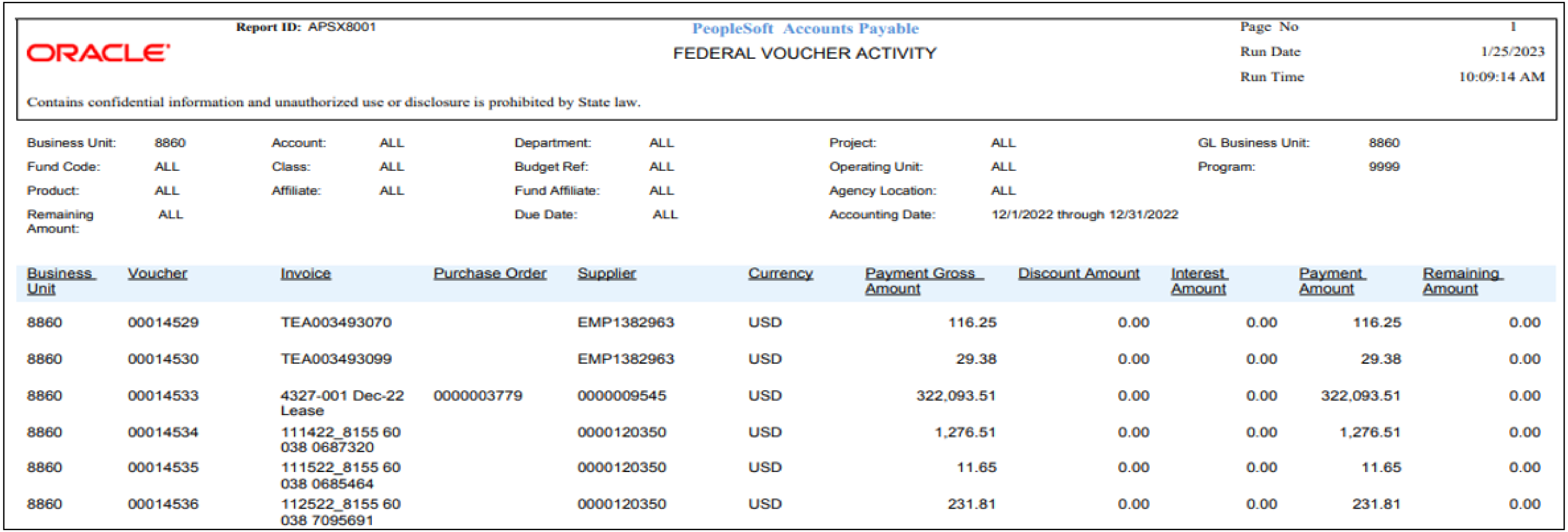
Accounting Date From 12/01/2022

Accounting Date To 12/31/2022

Program 9999

Encumbrance/Accounts Payable
Reports & Queries

Accounts Payable Voucher Activity Report



ORACLE

Report ID: APSX8001

PeopleSoft Accounts Payable

FEDERAL VOUCHER ACTIVITY

Page No 1

Run Date 1/25/2023

Run Time 10:09:14 AM

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	Account:	ALL	Department:	ALL	Project:	ALL	GL Business Unit:	8860
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	9999
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
Remaining Amount:	ALL			Due Date:	ALL	Accounting Date:	12/1/2022 through 12/31/2022		

Business Unit	Voucher	Invoice	Purchase Order	Supplier	Currency	Payment Gross Amount	Discount Amount	Interest Amount	Payment Amount	Remaining Amount
8860	00014529	TEA003493070		EMP1382963	USD	116.25	0.00	0.00	116.25	0.00
8860	00014530	TEA003493099		EMP1382963	USD	29.38	0.00	0.00	29.38	0.00
8860	00014533	4327-001 Dec-22 Lease	0000003779	0000009545	USD	322,093.51	0.00	0.00	322,093.51	0.00
8860	00014534	111422_8155 60 038 0687320		0000120350	USD	1,276.51	0.00	0.00	1,276.51	0.00
8860	00014535	111522_8155 60 038 0685464		0000120350	USD	11.65	0.00	0.00	11.65	0.00
8860	00014536	112522_8155 60 038 7095691		0000120350	USD	231.81	0.00	0.00	231.81	0.00

Note: Another option is to use the DFQ_AP_02_Vouchers_Listing query, which provides the same information and can be easily filtered and sorted as needed.

Asset Management

Asset Management

- Policies
- Asset Modules
- Asset Transactions
- Journal Entries
- Acquisition & Maintenance
- Assets Reconciliation
- Reports and Queries
- Assets Reconciliation Tips

Asset Management

Policies

SAM Section 8602 - Capital Assets

Capitalized for accounting and financial reporting when the asset has an expected useful life of greater than one year, the purchase cost or internally generated cost is $5,000 or more, and is used to conduct state business.

SAM Section 8603 - Non-Capital Assets

Non-Capital property is recorded in the property register and accounted as an expenditure.

Asset Management

Asset Modules

Assets information lives in GL and AM module through:

Asset Ledger (GL module):

- Departmental Adjustment Ledger (DEPTADJ)

Asset Books (AM module):

- Capital – tracks capital assets
- State – tracks capital and non-capital assets

Asset Management

Asset Transactions

- Assets are created in modules:
    - Purchase Order (PO)
    - Receipt (PO)
    - Voucher (AP)

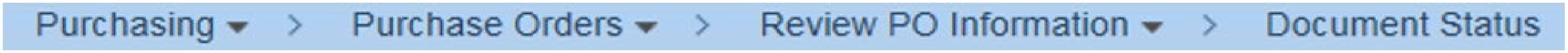
Refer to Job Aid FISCal.246 - Purchase Order to Accounts Payable to Asset Management for Capital Asset.

- Assets can be added directly in the AM module.

Asset Management
Asset Transactions

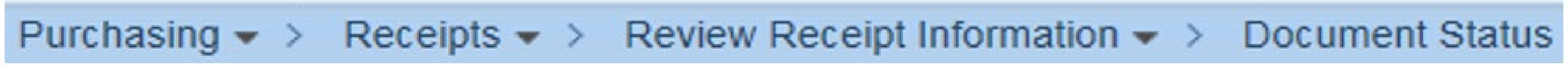
The asset reconciler should be familiar with the asset related source documents. The reconciler should also review PO, receipt, voucher information and verify that asset related transactions have been accurately recorded in the GL module.

Review Purchase Order



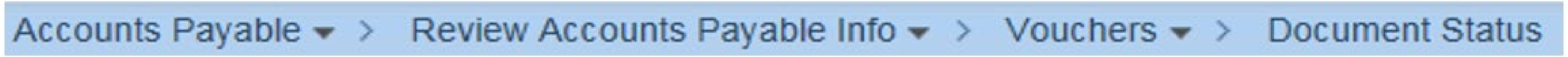
Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Document Status

Review Receipt



Purchasing ▾ > Receipts ▾ > Review Receipt Information ▾ > Document Status

Review Voucher



Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Document Status

Asset Management
Asset Transactions

Assets are recorded in the Chart of Accounts (COA) below:

- Capital assets use the Account 5362XXX series (MODACCRL).
- Non-capital assets use the Account 5368XXX series (MODACCRL).
- The Tangible Asset Account 160XXXX series and Intangible Asset Account 162XXXX series are used in the DEPTADJ only.
- Depreciation and amortization expense accounts are used in the DEPTADJ Ledger only.

Asset Management

Asset Transactions

Transaction types identify the type of transaction that occurs in AM.

- ADD – Additions
- ADJ – Adjustments
- TRF – Transfers
- RET – Retirements
- REI – Reinstatement
- DPR – Depreciation
- PDP – Prior Depreciation
- BKS – Book Change

Asset Management
Journal Entries

Modified Accrual Ledger
Regular Voucher (AP module)

Capital Asset:
DR 5362240 – Computers & Computer Equipment
CR 2000000 – Accounts Payable

Non-Capital Asset:
DR 5368045 – Furniture
CR 2000000 – Accounts Payable

Asset Management

Journal Entries

Departmental Adjustment Ledger
AM Journals (AM module)

Capital Asset Addition:

DR 1605000 - Equipment
  CR 5362399 – Capitalized Equipment Purchase*

*Expenditure contra account exists for each asset account.

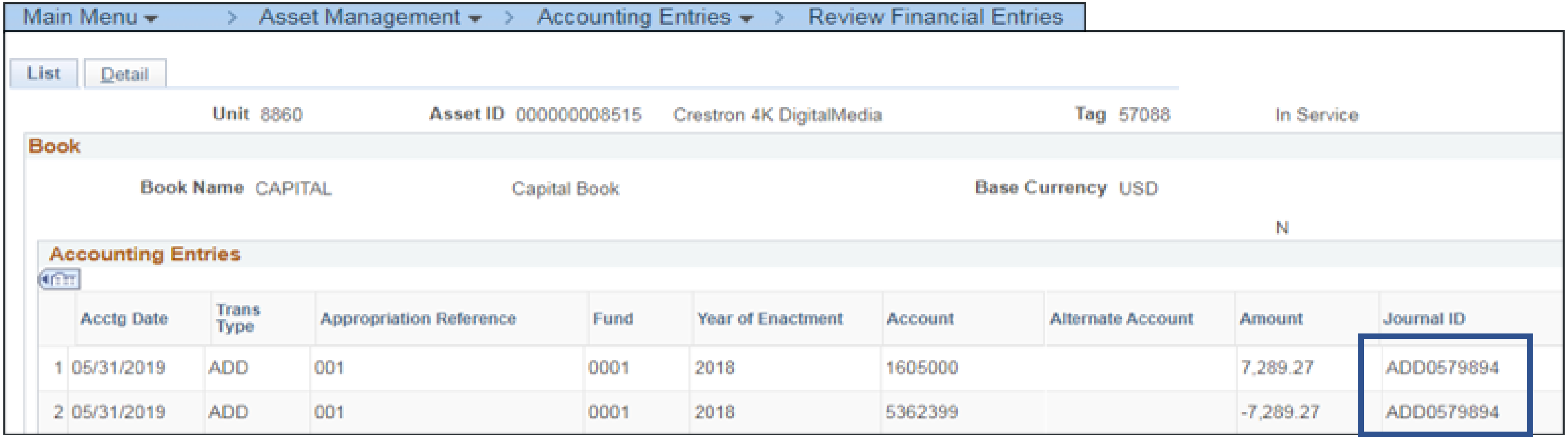
Capital Asset Depreciation:

DR 5424400 – Depreciation - Equipment
  CR 1605900 – Accumulated Depreciation Equipment

Note: This training segment covers asset reconciliation instead of depreciation amounts.

Asset Management
Journal Entries

Journal ID will appear the following day when a journal is posted in the GL module.


Main Menu
Asset Management
Accounting Entries
Review Financial Entries
List
Detail

Unit 8860 **Asset ID** 000000008515 Crestron 4K DigitalMedia **Tag** 57088 In Service

Book

Book Name CAPITAL Capital Book **Base Currency** USD

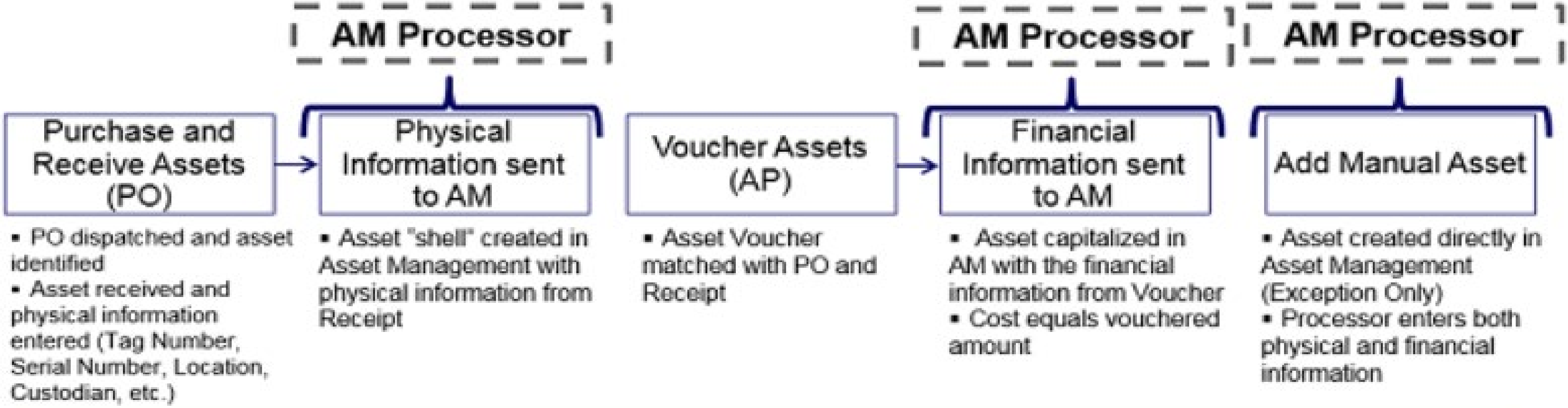
N

Accounting Entries

	Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Amount	Journal ID
1	05/31/2019	ADD	001	0001	2018	1605000		7,289.27	ADD0579894
2	05/31/2019	ADD	001	0001	2018	5362399		-7,289.27	ADD0579894

Asset Management

Assets Acquisition



Purchase and Receive Assets (PO)

- PO dispatched and asset identified
- Asset received and physical information entered (Tag Number, Serial Number, Location, Custodian, etc.)

Physical Information sent to AM

- Asset "shell" created in Asset Management with physical information from Receipt

Voucher Assets (AP)

- Asset Voucher matched with PO and Receipt

Financial Information sent to AM

- Asset capitalized in AM with the financial information from Voucher
- Cost equals vouchered amount

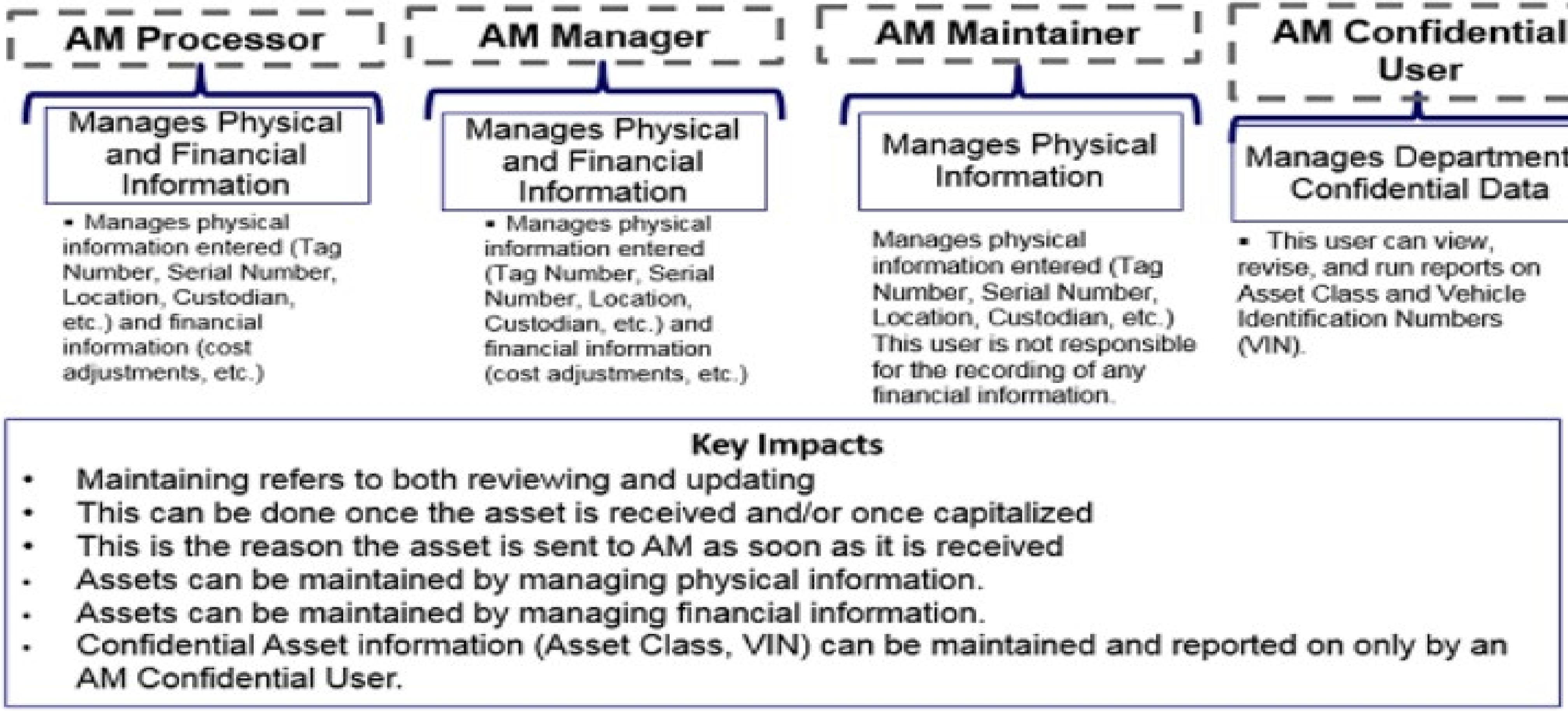
Add Manual Asset

- Asset created directly in Asset Management (Exception Only)
- Processor enters both physical and financial information

Key Impacts

- Asset Management is integrated with PO and AP modules.
- Assets are created using physical information from Receipt and financial information from Voucher.
- Assets may be directly added in Asset Management (donated assets, corrections, etc.).
- Entering a **Profile ID** in the PO or Voucher is **very important and necessary** for AM to integrate with PO and AP.

Asset Management
Assets Maintenance



AM Processor

Manages Physical and Financial Information

- Manages physical information entered (Tag Number, Serial Number, Location, Custodian, etc.) and financial information (cost adjustments, etc.)

AM Manager

Manages Physical and Financial Information

- Manages physical information entered (Tag Number, Serial Number, Location, Custodian, etc.) and financial information (cost adjustments, etc.)

AM Maintainer

Manages Physical Information

Manages physical information entered (Tag Number, Serial Number, Location, Custodian, etc.) This user is not responsible for the recording of any financial information.

AM Confidential User

Manages Department's Confidential Data

- This user can view, revise, and run reports on Asset Class and Vehicle Identification Numbers (VIN).

Key Impacts

- Maintaining refers to both reviewing and updating
- This can be done once the asset is received and/or once capitalized
- This is the reason the asset is sent to AM as soon as it is received
- Assets can be maintained by managing physical information.
- Assets can be maintained by managing financial information.
- Confidential Asset information (Asset Class, VIN) can be maintained and reported on only by an AM Confidential User.

Asset Management

Assets Reconciliation

Departments must reconcile the acquisitions and dispositions of capitalized property with the amounts recorded in the property ledger. The reconciliation should be done monthly or at least quarterly, depending on the volume of transactions (refer to SAM Section 7924).

Property reconciliation also ensures that year-end capital asset reports no. 18 and 19 are submitted to the SCO accurately.

Per SAM Section 8602, tangible and intangible property must meet the following three requirements in order to be capitalized:

1. Have an expected useful life of greater than one year;
2. The purchase cost or internally generated cost of each individual unit must meet the capitalization threshold of $5,000 or more (e.g., four identical assets which cost $3,000 each, for a $12,000 total, would not meet the requirement)
3. Are used to conduct State business

Refer to SAM Chapter 8600 for detailed information regarding property accounting.

Asset Management
Reports and Queries

Reports and Queries for Assets Reconciliation:

- Ledger Activity Report for accounts 5362000-5368990
- Trial Balance Report By Period (MODACCRL ledger)
- Report No. 18 - Statement of Changes in Capital Assets
- DFQ_AM_01_ASSET_ACCTG_ENTRY
  - This query provides departments the accounting entries generated by AM module only.
- DFQ_AP_02_VOUCHERS_LISTING

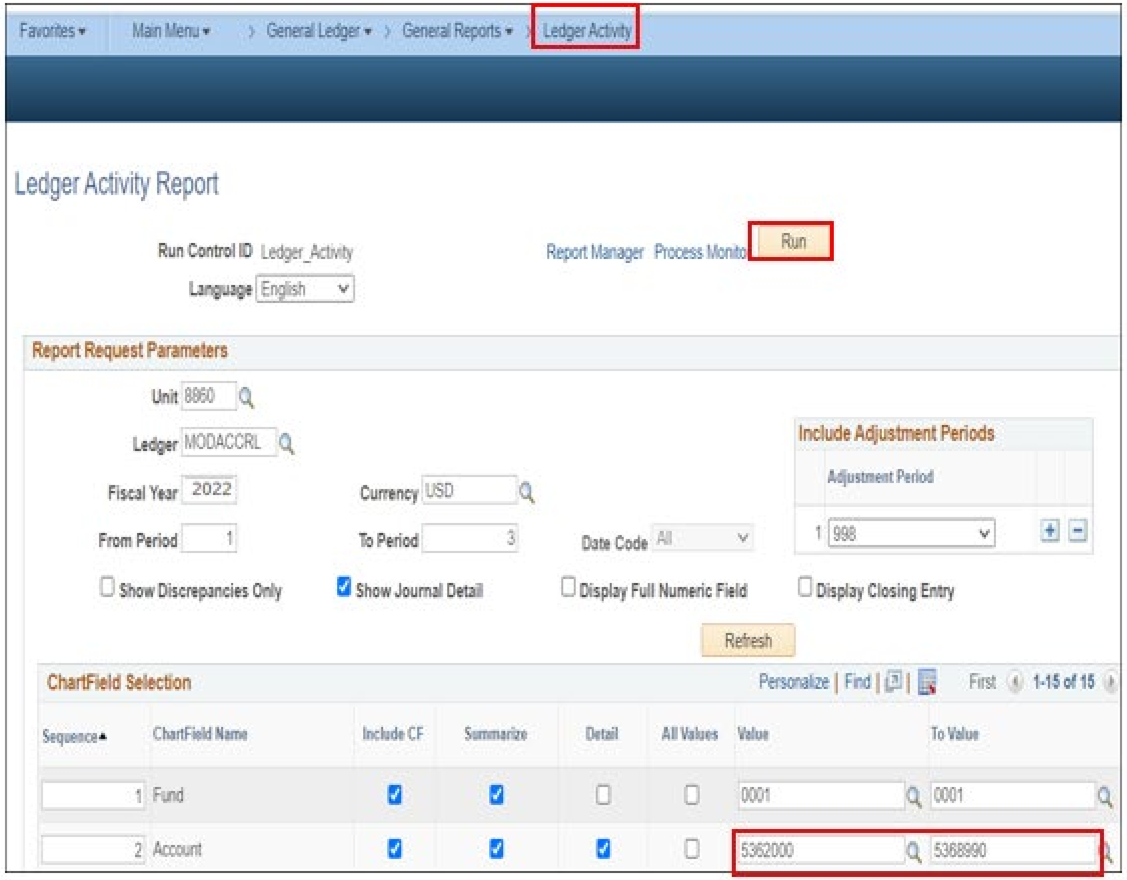
Research:

- DFQ_AM_02_ASSET_DETAIL
  - This query pulls information for assets added in AM module.
- DFQ_GL_01_JOURNAL_DETAIL
  - This query assists with identifying GL journals for Construction Work In Progress or Intangible Assets In Progress.
- Asset History Report
  - This report provides a list of asset activity within a fiscal year, such as prior year assets, current year additions, and current year retirements. This report can be used as a subsidiary detail report for Report No's 18 and 19.

Note: Review journal entries and asset related documents (e.g. purchase order, receipt, and voucher) to validate the accuracy of capital and non-capital asset balances.

Asset Management
Ledger Activity and Trial Balance Reports

Ledger Activity Report (Accounts 5362000-5368990)


Favorites ▾
Main Menu ▾
General Ledger ▾
General Reports ▾
Ledger Activity
Report Manager
Process Monitor
Run
Refresh
Personalize | Find
First 1-15 of 15

Ledger Activity Report

Run Control ID Ledger_Activity

Language English

Report Request Parameters

Unit 8860

Ledger MODACCRL

Fiscal Year 2022

Currency USD

From Period 1

To Period 3

Date Code All

Include Adjustment Periods

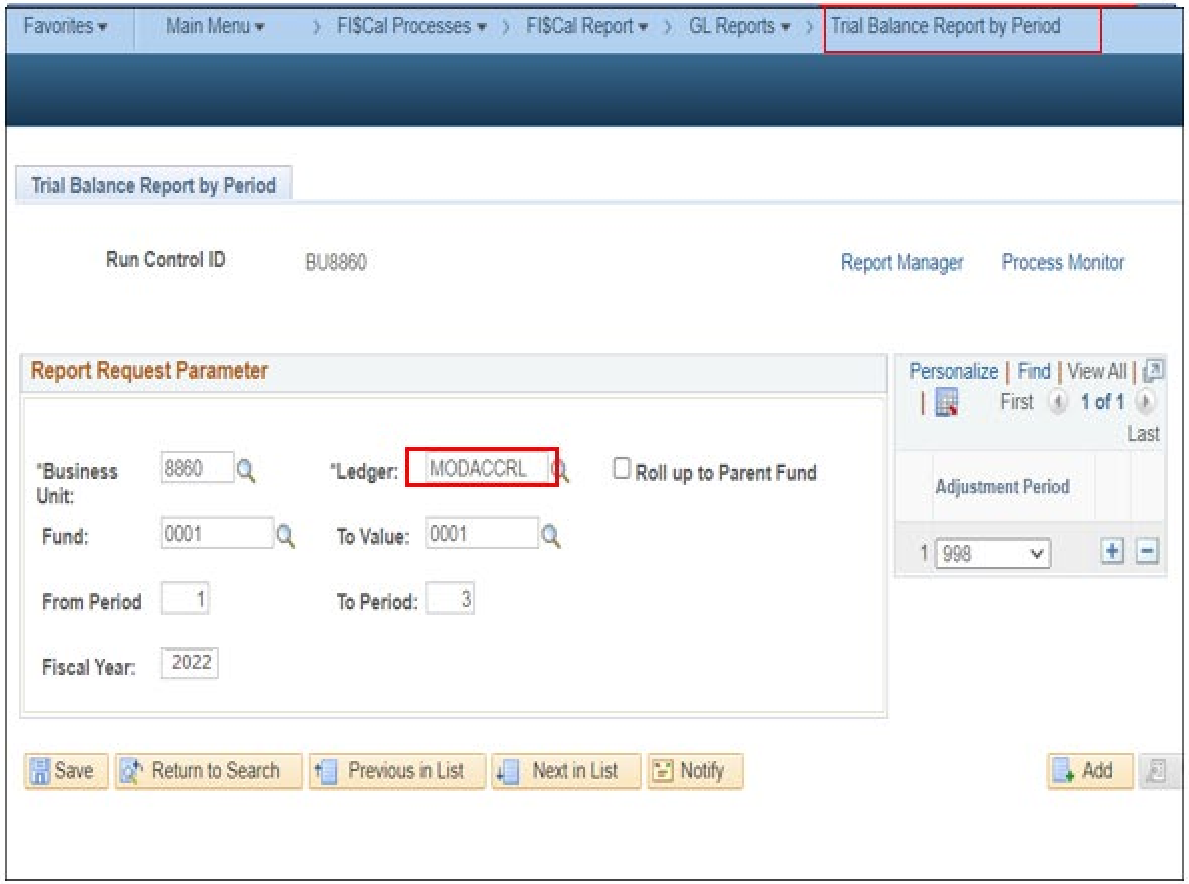
	Adjustment Period
1	998

☐ Show Discrepancies Only ☑ Show Journal Detail ☐ Display Full Numeric Field ☐ Display Closing Entry

ChartField Selection

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund	☑	☑	☐	☐	0001	0001
2	Account	☑	☑	☑	☐	5362000	5368990

Trial Balance Report By Period


Favorites ▾
Main Menu ▾
FI$Cal Processes ▾
FI$Cal Report ▾
GL Reports ▾
Trial Balance Report by Period
Report Manager
Process Monitor
Personalize | Find | View All
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Add

Trial Balance Report by Period

Run Control ID BU8860

Report Request Parameter

*Business Unit: 8860

*Ledger: MODACCRL

☐ Roll up to Parent Fund

Fund: 0001

To Value: 0001

From Period 1

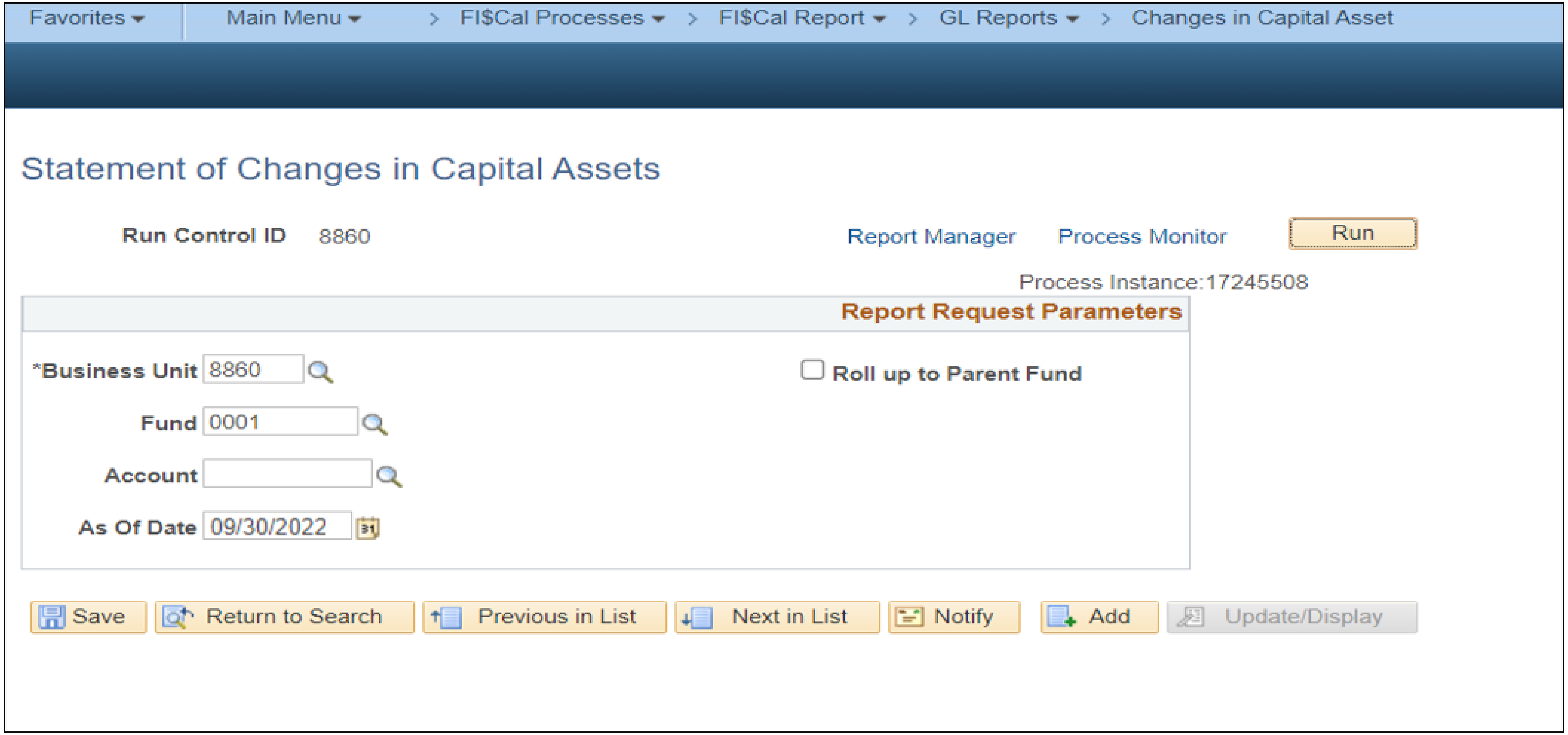
To Period: 3

Fiscal Year: 2022

	Adjustment Period
1	998

Asset Management

Capital Asset Report No. 18


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Changes in Capital Asset

Statement of Changes in Capital Assets

Run Control ID 8860

Report Manager
Process Monitor
Run

Process Instance:17245508

Report Request Parameters

***Business Unit** 8860

☐ **Roll up to Parent Fund**

Fund 0001

Account

As Of Date 09/30/2022

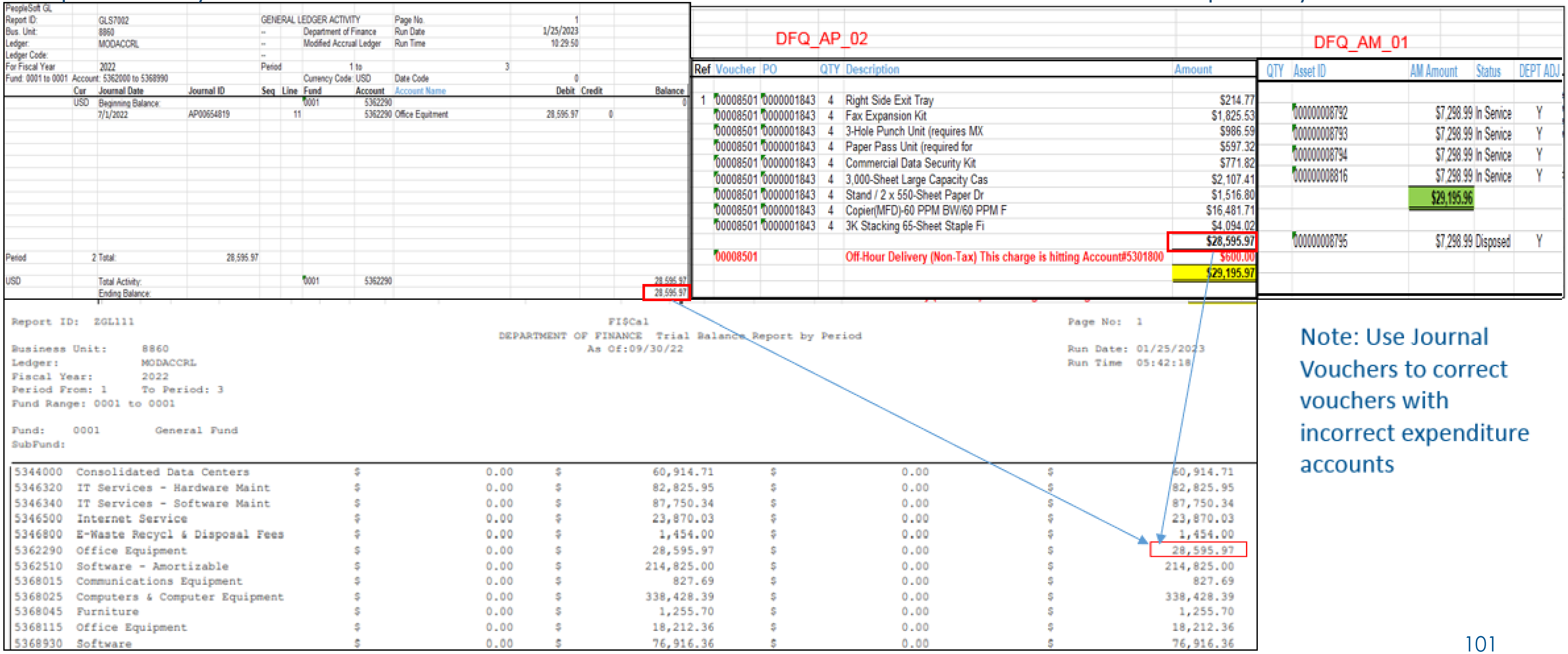
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Asset Management

Assets Reconciliation

Step 1: Run the Ledger Activity Report in Excel and turn it into a worksheet with additional information from DFQ_AP_02 and DFQ_AM_01 queries (see blue columns).

Step 2: Verify account totals match account balances on the Trial Balance Report By Period.



PeopleSoft GL											
Report ID:		GLS7002		GENERAL LEDGER ACTIVITY				Page No.	1		
Bus. Unit:		8860		--		Department of Finance		Run Date	1/25/2023		
Ledger:		MODACCRL		--		Modified Accrual Ledger		Run Time	10:29:50		
Ledger Code:				--							
For Fiscal Year		2022		Period		1 to		3			
Fund: 0001 to 0001	Account: 5362000 to 5368990					Currency Code: USD		Date Code	0		
	Cur	Journal Date	Journal ID	Seq	Line	Fund	Account	Account Name	Debit	Credit	Balance
	USD	Beginning Balance:				0001	5362290				0
		7/1/2022	AP00654819		11		5362290	Office Equipment	28,595.97	0	
Period		2 Total:	28,595.97								
USD		Total Activity:				0001	5362290				28,595.97
		Ending Balance:									28,595.97

DFQ_AP_02

Ref	Voucher	PO	QTY	Description	Amount
1	00008501	0000001843	4	Right Side Exit Tray	$214.77
	00008501	0000001843	4	Fax Expansion Kit	$1,825.53
	00008501	0000001843	4	3-Hole Punch Unit (requires MX	$986.59
	00008501	0000001843	4	Paper Pass Unit (required for	$597.32
	00008501	0000001843	4	Commercial Data Security Kit	$771.82
	00008501	0000001843	4	3,000-Sheet Large Capacity Cas	$2,107.41
	00008501	0000001843	4	Stand / 2 x 550-Sheet Paper Dr	$1,516.80
	00008501	0000001843	4	Copier(MFD)-60 PPM BW/60 PPM F	$16,481.71
	00008501	0000001843	4	3K Stacking 65-Sheet Staple Fi	$4,094.02
					$28,595.97
	00008501			Off-Hour Delivery (Non-Tax) This charge is hitting Account#5301800	$600.00
					$29,195.97

DFQ_AM_01

QTY	Asset ID	AM Amount	Status	DEPT ADJ
	000000008792	$7,298.99	In Service	Y
	000000008793	$7,298.99	In Service	Y
	000000008794	$7,298.99	In Service	Y
	000000008816	$7,298.99	In Service	Y
		$29,195.96		
	000000008795	$7,298.99	Disposed	Y

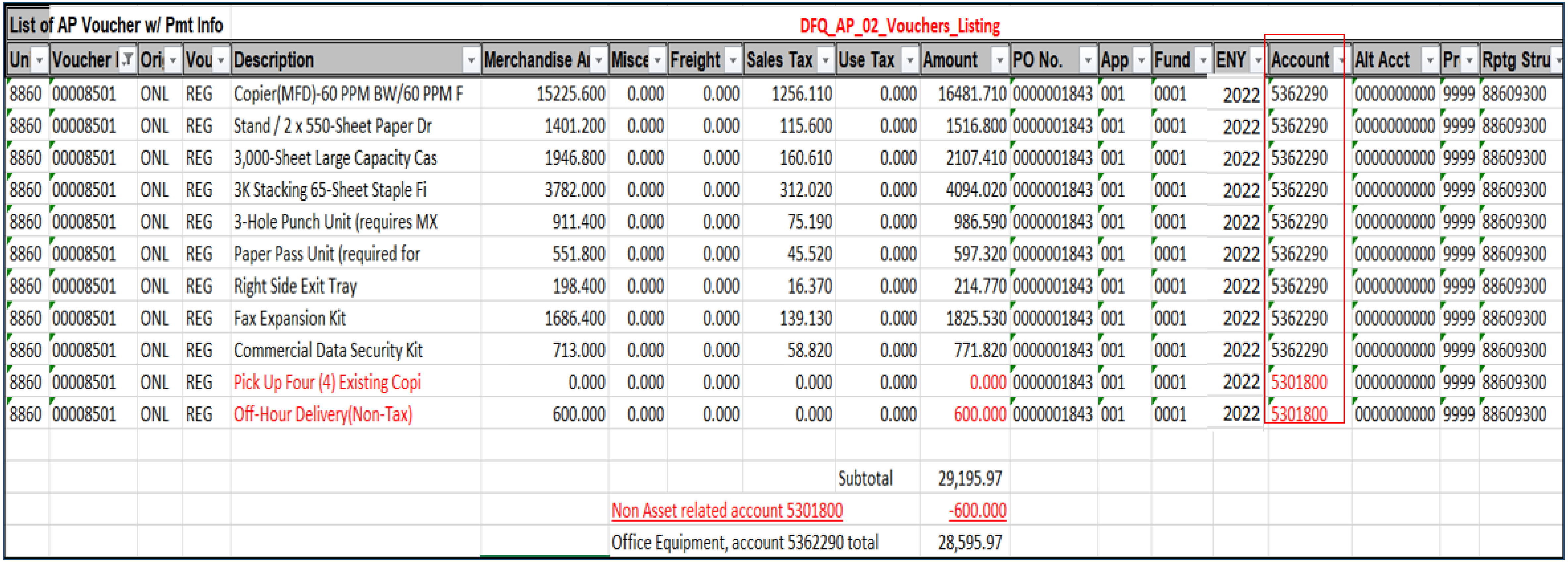
```
Report ID:  ZGL111                                    FI$Cal                                        Page No:  1
                                       DEPARTMENT OF FINANCE  Trial Balance Report by Period
                                                  As Of:09/30/22                                    Run Date:  01/25/2023
Business Unit:      8860                                                                             Run Time   05:42:18
Ledger:             MODACCRL
Fiscal Year:        2022
Period From: 1      To Period: 3
Fund Range: 0001 to 0001

Fund:     0001        General Fund
SubFund:

5344000  Consolidated Data Centers        $        0.00    $     60,914.71    $        0.00    $     60,914.71
5346320  IT Services - Hardware Maint     $        0.00    $     82,825.95    $        0.00    $     82,825.95
5346340  IT Services - Software Maint     $        0.00    $     87,750.34    $        0.00    $     87,750.34
5346500  Internet Service                 $        0.00    $     23,870.03    $        0.00    $     23,870.03
5346800  E-Waste Recycl & Disposal Fees   $        0.00    $      1,454.00    $        0.00    $      1,454.00
5362290  Office Equipment                 $        0.00    $     28,595.97    $        0.00    $     28,595.97
5362510  Software - Amortizable           $        0.00    $    214,825.00    $        0.00    $    214,825.00
5368015  Communications Equipment         $        0.00    $        827.69    $        0.00    $        827.69
5368025  Computers & Computer Equipment   $        0.00    $    338,428.39    $        0.00    $    338,428.39
5368045  Furniture                        $        0.00    $      1,255.70    $        0.00    $      1,255.70
5368115  Office Equipment                 $        0.00    $     18,212.36    $        0.00    $     18,212.36
5368930  Software                         $        0.00    $     76,916.36    $        0.00    $     76,916.36
```

Note: Use Journal Vouchers to correct vouchers with incorrect expenditure accounts

Asset Management

Assets Reconciliation

Step 3: Run the DFQ_AP_02_VOUCHER_LISTING query, filter applicable accounts and transfer voucher numbers, PO IDs, and asset descriptions to the Ledger Activity worksheet.



List of AP Voucher w/ Pmt Info

DFQ_AP_02_Vouchers_Listing

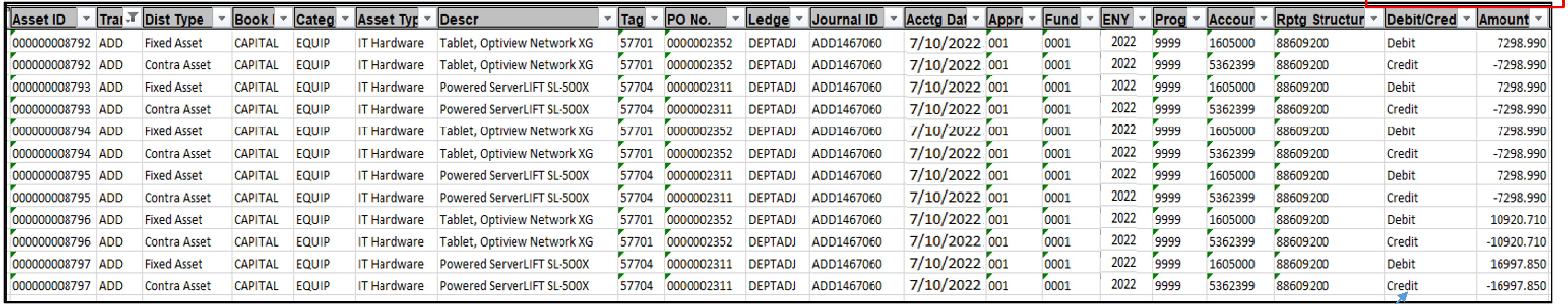
Un	Voucher I	Ori	Vou	Description	Merchandise A	Misce	Freight	Sales Tax	Use Tax	Amount	PO No.	App	Fund	ENY	Account	Alt Acct	Pr	Rptg Stru
8860	00008501	ONL	REG	Copier(MFD)-60 PPM BW/60 PPM F	15225.600	0.000	0.000	1256.110	0.000	16481.710	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	Stand / 2 x 550-Sheet Paper Dr	1401.200	0.000	0.000	115.600	0.000	1516.800	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	3,000-Sheet Large Capacity Cas	1946.800	0.000	0.000	160.610	0.000	2107.410	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	3K Stacking 65-Sheet Staple Fi	3782.000	0.000	0.000	312.020	0.000	4094.020	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	3-Hole Punch Unit (requires MX	911.400	0.000	0.000	75.190	0.000	986.590	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	Paper Pass Unit (required for	551.800	0.000	0.000	45.520	0.000	597.320	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	Right Side Exit Tray	198.400	0.000	0.000	16.370	0.000	214.770	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	Fax Expansion Kit	1686.400	0.000	0.000	139.130	0.000	1825.530	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	Commercial Data Security Kit	713.000	0.000	0.000	58.820	0.000	771.820	0000001843	001	0001	2022	5362290	0000000000	9999	88609300
8860	00008501	ONL	REG	Pick Up Four (4) Existing Copi	0.000	0.000	0.000	0.000	0.000	0.000	0000001843	001	0001	2022	5301800	0000000000	9999	88609300
8860	00008501	ONL	REG	Off-Hour Delivery(Non-Tax)	600.000	0.000	0.000	0.000	0.000	600.000	0000001843	001	0001	2022	5301800	0000000000	9999	88609300
									Subtotal	29,195.97								
						Non Asset related account 5301800				-600.000								
						Office Equipment, account 5362290 total				28,595.97								

Asset Management

Assets Reconciliation

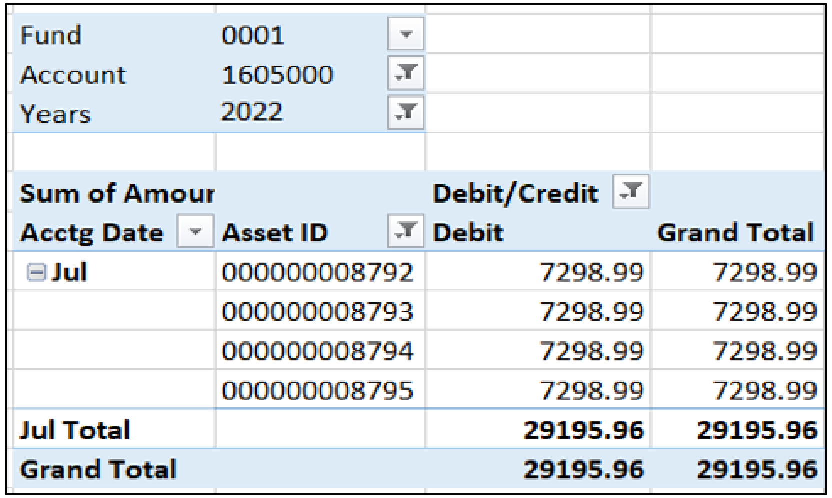
Step 4: Run the DFQ_AM_01_ASSET_ACCTG_ENTRY query, manually add Debit/Credit column, create a Pivot Table as shown below, and transfer PO number, Asset ID, Description, and amount information to the Ledger Activity worksheet.

Cell AC3 Cell AD3



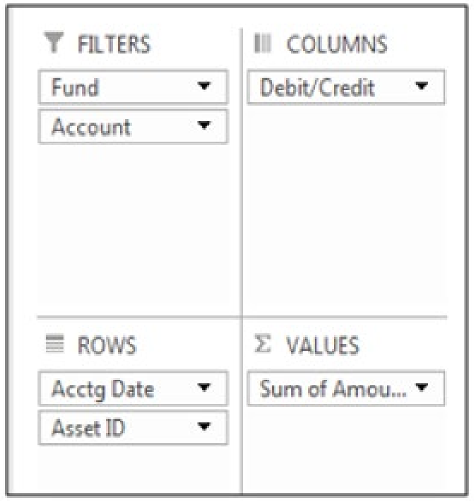
Asset ID	Trai	Dist Type	Book I	Categ	Asset Typ	Descr	Tag	PO No.	Ledge	Journal ID	Acctg Dat	Appr	Fund	ENY	Prog	Accour	Rptg Structur	Debit/Cred	Amount
000000008792	ADD	Fixed Asset	CAPITAL	EQUIP	IT Hardware	Tablet, Optiview Network XG	57701	0000002352	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	1605000	88609200	Debit	7298.990
000000008792	ADD	Contra Asset	CAPITAL	EQUIP	IT Hardware	Tablet, Optiview Network XG	57701	0000002352	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	5362399	88609200	Credit	-7298.990
000000008793	ADD	Fixed Asset	CAPITAL	EQUIP	IT Hardware	Powered ServerLIFT SL-500X	57704	0000002311	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	1605000	88609200	Debit	7298.990
000000008793	ADD	Contra Asset	CAPITAL	EQUIP	IT Hardware	Powered ServerLIFT SL-500X	57704	0000002311	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	5362399	88609200	Credit	-7298.990
000000008794	ADD	Fixed Asset	CAPITAL	EQUIP	IT Hardware	Tablet, Optiview Network XG	57701	0000002352	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	1605000	88609200	Debit	7298.990
000000008794	ADD	Contra Asset	CAPITAL	EQUIP	IT Hardware	Tablet, Optiview Network XG	57701	0000002352	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	5362399	88609200	Credit	-7298.990
000000008795	ADD	Fixed Asset	CAPITAL	EQUIP	IT Hardware	Powered ServerLIFT SL-500X	57704	0000002311	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	1605000	88609200	Debit	7298.990
000000008795	ADD	Contra Asset	CAPITAL	EQUIP	IT Hardware	Powered ServerLIFT SL-500X	57704	0000002311	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	5362399	88609200	Credit	-7298.990
000000008796	ADD	Fixed Asset	CAPITAL	EQUIP	IT Hardware	Tablet, Optiview Network XG	57701	0000002352	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	1605000	88609200	Debit	10920.710
000000008796	ADD	Contra Asset	CAPITAL	EQUIP	IT Hardware	Tablet, Optiview Network XG	57701	0000002352	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	5362399	88609200	Credit	-10920.710
000000008797	ADD	Fixed Asset	CAPITAL	EQUIP	IT Hardware	Powered ServerLIFT SL-500X	57704	0000002311	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	1605000	88609200	Debit	16997.850
000000008797	ADD	Contra Asset	CAPITAL	EQUIP	IT Hardware	Powered ServerLIFT SL-500X	57704	0000002311	DEPTADJ	ADD1467060	7/10/2022	001	0001	2022	9999	5362399	88609200	Credit	-16997.850

Pivot table



Fund	0001		
Account	1605000		
Years	2022		
Sum of Amour		**Debit/Credit**	
Acctg Date	**Asset ID**	**Debit**	**Grand Total**
⊟Jul	000000008792	7298.99	7298.99
	000000008793	7298.99	7298.99
	000000008794	7298.99	7298.99
	000000008795	7298.99	7298.99
Jul Total		**29195.96**	**29195.96**
Grand Total		**29195.96**	**29195.96**

Pivot table fields



FILTERS: Fund, Account

COLUMNS: Debit/Credit

ROWS: Acctg Date, Asset ID

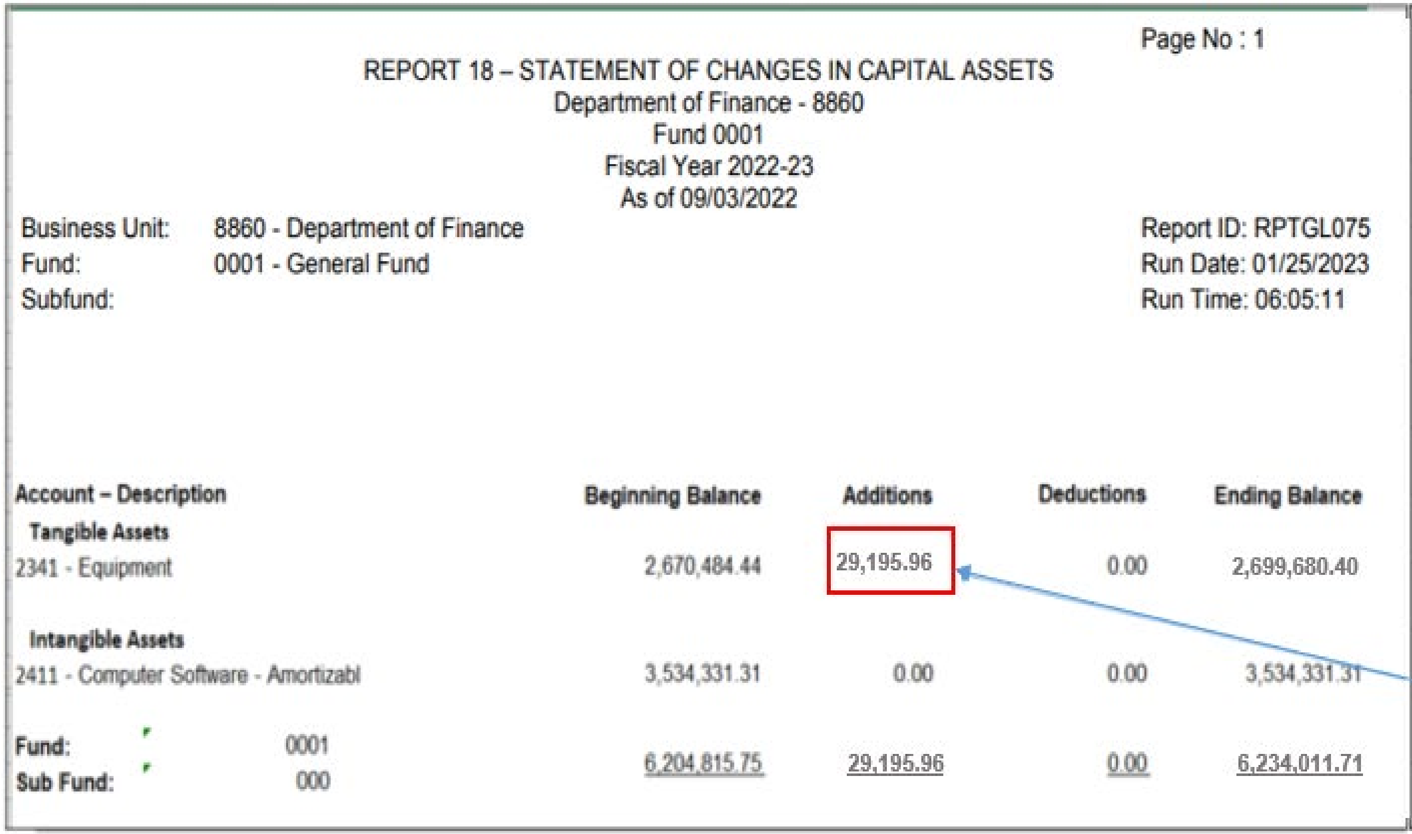
VALUES: Sum of Amou...

Manually add a new AC column titled "Debit/Credit" with a formula to populate "Debit" or "Credit"

=IF(AD3>0,"Debit","Credit")

Asset Management
Assets Reconciliation

Step 5: Create a pivot table from the DFQ_AM_01_ASSET_ACCTG_ENTRY query and filter all transactions that support the account balances on Report No. 18.



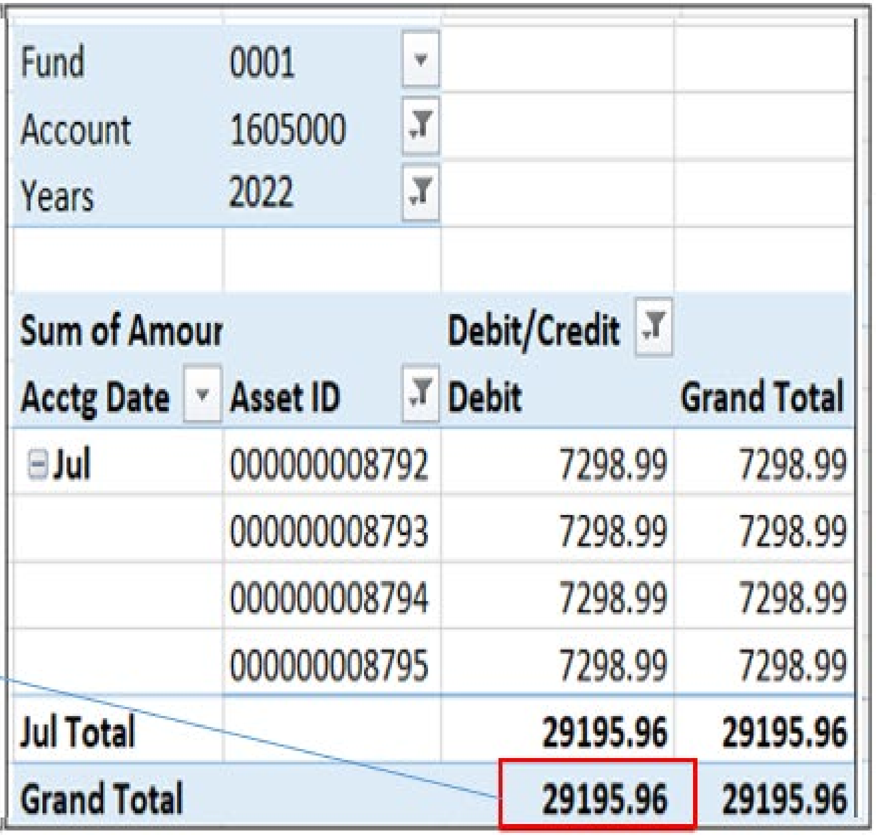
Page No : 1

REPORT 18 – STATEMENT OF CHANGES IN CAPITAL ASSETS
Department of Finance - 8860
Fund 0001
Fiscal Year 2022-23
As of 09/03/2022

Business Unit: 8860 - Department of Finance
Fund: 0001 - General Fund
Subfund:

Report ID: RPTGL075
Run Date: 01/25/2023
Run Time: 06:05:11

Account – Description	Beginning Balance	Additions	Deductions	Ending Balance
Tangible Assets				
2341 - Equipment	2,670,484.44	29,195.96	0.00	2,699,680.40
Intangible Assets				
2411 - Computer Software - Amortizabl	3,534,331.31	0.00	0.00	3,534,331.31
Fund: 0001 **Sub Fund:** 000	6,204,815.75	29,195.96	0.00	6,234,011.71

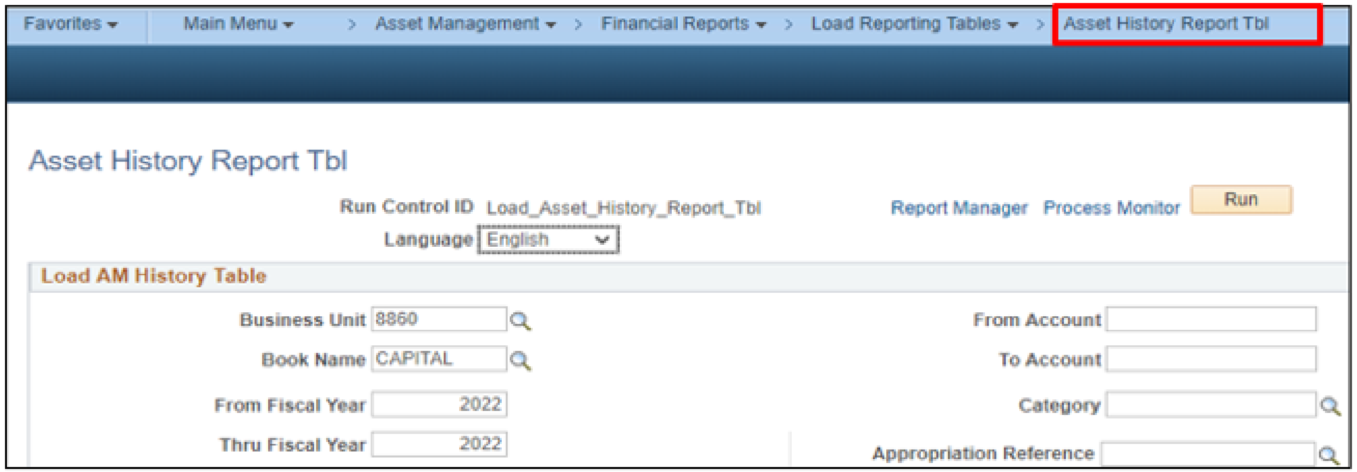


Fund	0001		
Account	1605000		
Years	2022		
Sum of Amour		Debit/Credit	
Acctg Date	Asset ID	Debit	Grand Total
⊟Jul	000000008792	7298.99	7298.99
	000000008793	7298.99	7298.99
	000000008794	7298.99	7298.99
	000000008795	7298.99	7298.99
Jul Total		**29195.96**	**29195.96**
Grand Total		**29195.96**	**29195.96**

Asset Management

Asset History Report

Step 6: Use the Asset History Report for additional search.


Favorites
Main Menu
> Asset Management
> Financial Reports
> Load Reporting Tables
> Asset History Report Tbl
Report Manager
Process Monitor
Run

Asset History Report Tbl

Run Control ID Load_Asset_History_Report_Tbl

Language English

Load AM History Table

Business Unit 8860

Book Name CAPITAL

From Fiscal Year 2022

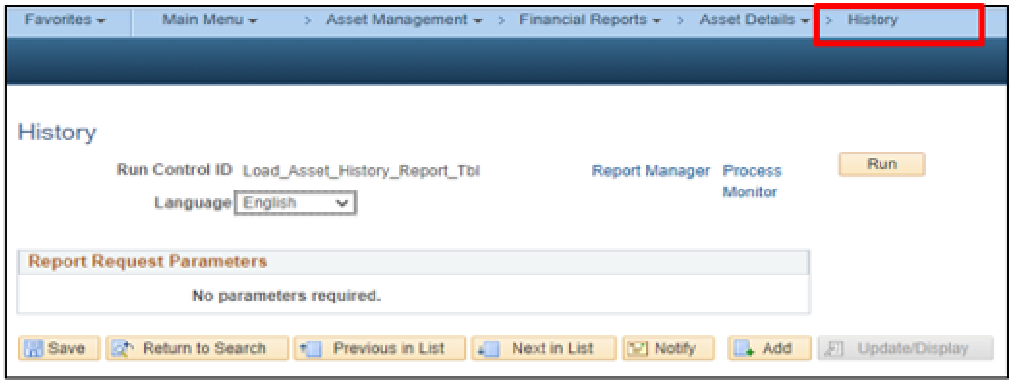
Thru Fiscal Year 2022

From Account

To Account

Category

Appropriation Reference


Favorites
Main Menu
> Asset Management
> Financial Reports
> Asset Details
> History
Report Manager
Process Monitor
Run
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

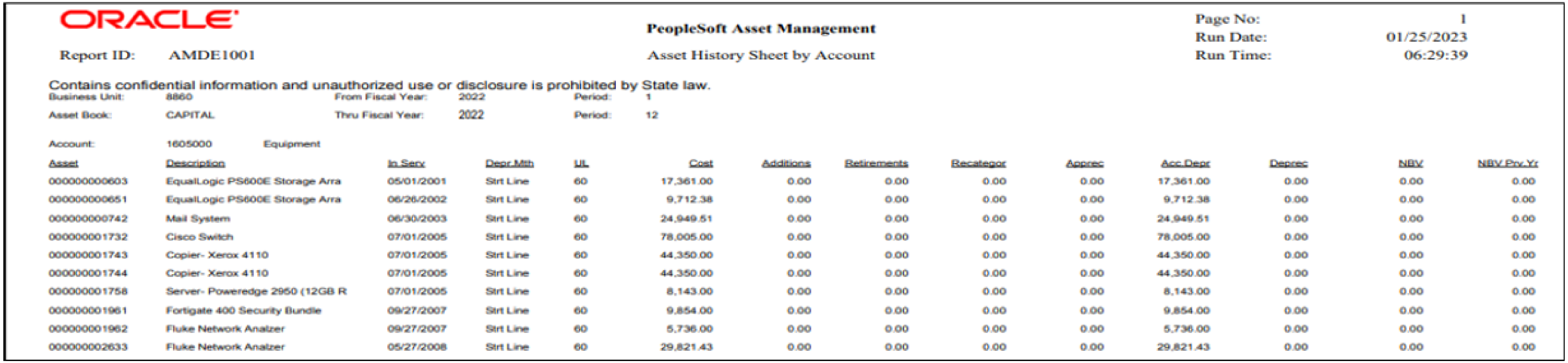
History

Run Control ID Load_Asset_History_Report_Tbl

Language English

Report Request Parameters

No parameters required.



ORACLE

PeopleSoft Asset Management

Asset History Sheet by Account

Report ID: AMDE1001

Page No: 1

Run Date: 01/25/2023

Run Time: 06:29:39

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit: 8860 From Fiscal Year: 2022 Period: 1

Asset Book: CAPITAL Thru Fiscal Year: 2022 Period: 12

Account: 1605000 Equipment

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc Depr	Deprec	NBV	NBV Prv Yr
000000000603	EqualLogic PS600E Storage Arra	05/01/2001	Strt Line	60	17,361.00	0.00	0.00	0.00	0.00	17,361.00	0.00	0.00	0.00
000000000651	EqualLogic PS600E Storage Arra	06/26/2002	Strt Line	60	9,712.38	0.00	0.00	0.00	0.00	9,712.38	0.00	0.00	0.00
000000000742	Mail System	06/30/2003	Strt Line	60	24,949.51	0.00	0.00	0.00	0.00	24,949.51	0.00	0.00	0.00
000000001732	Cisco Switch	07/01/2005	Strt Line	60	78,005.00	0.00	0.00	0.00	0.00	78,005.00	0.00	0.00	0.00
000000001743	Copier- Xerox 4110	07/01/2005	Strt Line	60	44,350.00	0.00	0.00	0.00	0.00	44,350.00	0.00	0.00	0.00
000000001744	Copier- Xerox 4110	07/01/2005	Strt Line	60	44,350.00	0.00	0.00	0.00	0.00	44,350.00	0.00	0.00	0.00
000000001758	Server- Poweredge 2950 (12GB R	07/01/2005	Strt Line	60	8,143.00	0.00	0.00	0.00	0.00	8,143.00	0.00	0.00	0.00
000000001961	Fortigate 400 Security Bundle	09/27/2007	Strt Line	60	9,854.00	0.00	0.00	0.00	0.00	9,854.00	0.00	0.00	0.00
000000001962	Fluke Network Analzer	09/27/2007	Strt Line	60	5,736.00	0.00	0.00	0.00	0.00	5,736.00	0.00	0.00	0.00
000000002633	Fluke Network Analzer	05/27/2008	Strt Line	60	29,821.43	0.00	0.00	0.00	0.00	29,821.43	0.00	0.00	0.00

Asset Management

Assets Reconciliation Tips

- It is important to determine if a purchase is a "Capital Asset" and use the correct asset account at the procurement stage.

- Review other general accounts such as office supplies for miss posting and use Journal Vouchers to correct the account numbers.

- Review the Ledger Activity Report for asset accounts and reconcile APXXXXXX journals, PO IDs, and vouchers from AP and PO modules to asset IDs from the AM module.

- Before 6/30/XX – Make sure asset-related expenditure accruals are posted accurately. If assets are in service by 6/30/XX, then request the asset processor to add the asset in the AM module.

Accounts Receivable

Accounts Receivable

- Reconciliation
- Journal Entries
- Reports & Queries
- FI$Cal Accounts Receivable WorkCenter
- Accounts Receivable Tips

Accounts Receivable
Reconciliation

- Accounts Receivable (AR) reconciliation shows the difference between what customers owe the department and how much the department has been paid. The accounts receivable balance in the general ledger is the total amount owed to the department.

- The subsidiary ledger contains the customer's account balances, and the aging report lists the amounts owed and how long those amounts have been outstanding.

- Reconciliation is the process of ensuring that there are no discrepancies between the accounts receivable balance in the general ledger and the subsidiary ledger.

- AR monthly reconciliation ensures balances are set up promptly, correctly, and liquidated timely, and identifies reverted AR balances are reclassified at year-end. It also prepares departments for the SCO AR Reporting Worksheet.

- Departments reconcile the AR accounts on the Trial Balance – FI$Cal Processes Report against the Aging By ChartField Report and Trial Balance – General Ledger Report.

- The Customer Account History Report, Ledger Activity Report, Cash Receipts Report, Item Inquiry, and/or AR Item Details online screens can be used for research.

Accounts Receivable
Journal Entries

Accounts Receivable – Revenue:

Debit 1200000 Accounts Receivable - Revenue
Debit 124XXXX Due From Other Funds/Appropriations*
Debit 126XXXX Due From Other Governments
Credit 41XXXXX Revenue

Accounts Receivable - Reimbursement:

Debit 1200050 Accounts Receivable - Reimbursement
Debit 124XXXX Due From Other Funds/Appropriations*
Debit 126XXXX Due From Other Governments
Credit 48XXXXX Reimbursement

Accounts Receivable - Abatement:

Debit 1200100 Accounts Receivable - Abatement
Debit 124XXXX Due From Other Funds/Appropriations*
Debit 126XXXX Due From Other Governments
Credit 5XXXXXX Expenditure

* Must include values in Affiliate and Fund Affiliate fields

Accounts Receivable
Reports & Queries

FI$Cal Reports & Queries

- Trial Balance Reports – FI$Cal Processes Report (ZGL061)
- Trial Balance – General Ledger Report (GLS7012)
- Accounts Receivable – Aging By ChartField Report
- Ledger Activity Report
- Customer Account History Report

Finance Queries:

- DFQ_AR_01_PENDING_ITEM_BY_DTL
- DFQ_AR_04_ITEMS_VALIDATION
- DFQ_AR_13_CASH_RECEIPTS_DETAIL

Research:

- DFQ_AR_16_AP_AR_ACCRUAL
- DFQ_AR_21_ITEM_AGING

Other Reports:

- Manual AR and billing invoice Logs
- SCO Agency Reconciliation Report (also known as SCO Tab Run)

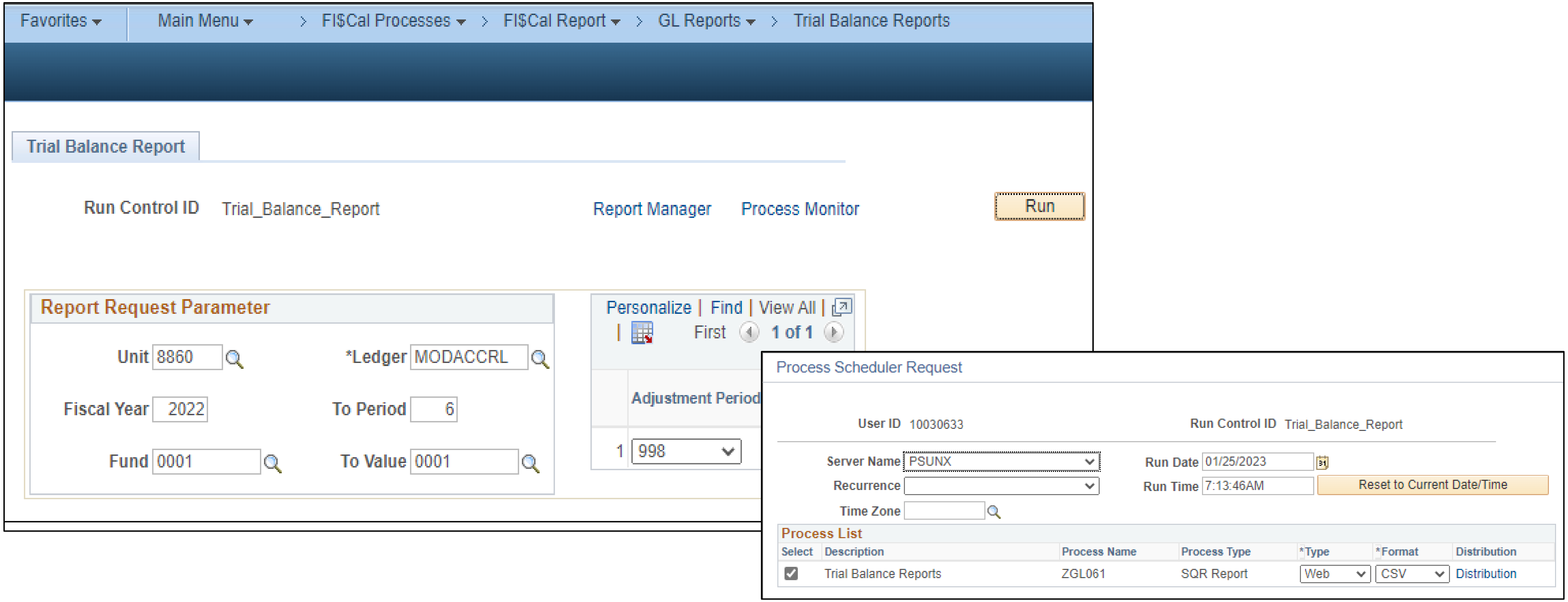
Refer to Finance's FI$Cal Overview Training and eLearning website for more information about the AR module.

Accounts Receivable

Reports & Queries

Trial Balance Report – FI$Cal Processes

Run the Trial Balance Report to reconcile AR and Due From account balances.


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Trial Balance Reports
Trial Balance Report
Report Manager
Process Monitor
Run
Personalize | Find | View All |
First
1 of 1
Reset to Current Date/Time

Run Control ID Trial_Balance_Report

Report Request Parameter

Unit 8860

*Ledger MODACCRL

Fiscal Year 2022

To Period 6

Fund 0001

To Value 0001

	Adjustment Period
1	998

Process Scheduler Request

User ID 10030633

Run Control ID Trial_Balance_Report

Server Name PSUNX

Run Date 01/25/2023

Recurrence

Run Time 7:13:46AM

Time Zone

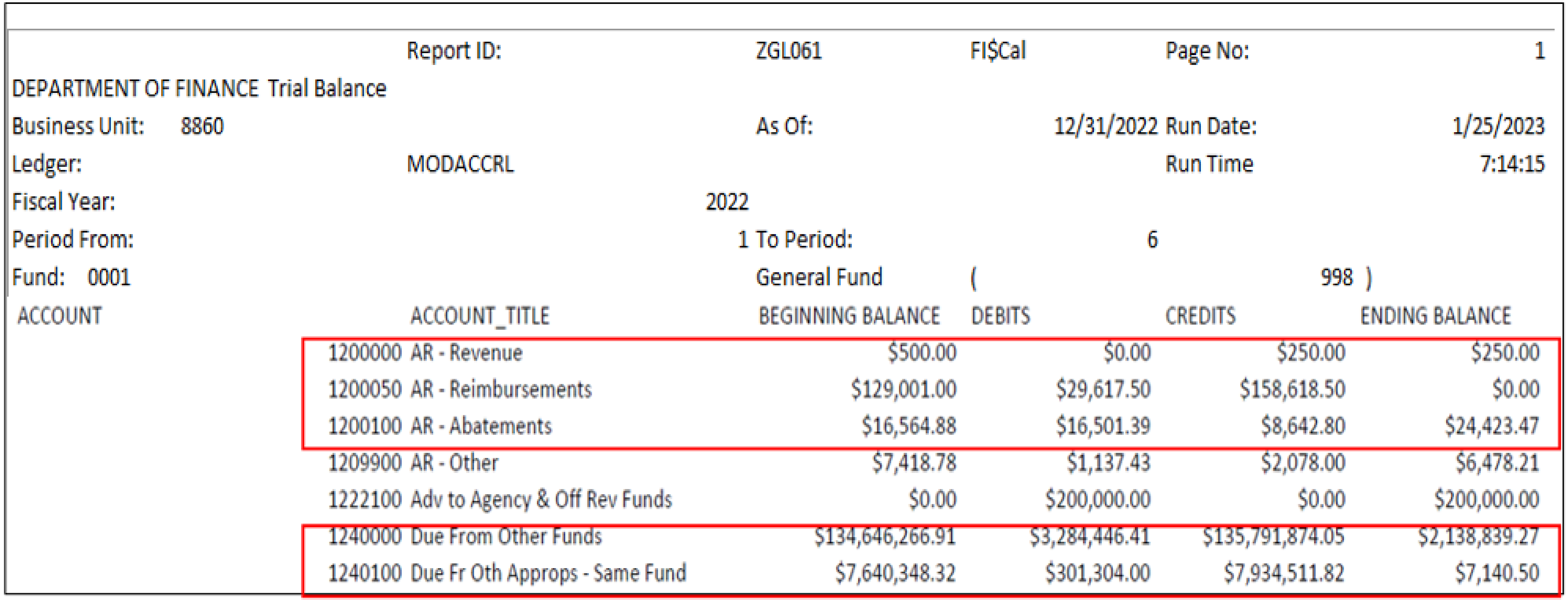
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Trial Balance Reports	ZGL061	SQR Report	Web	CSV	Distribution

Accounts Receivable

Reports & Queries

Trial Balance Report – FI$Cal Processes



Report ID: ZGL061 FI$Cal Page No: 1

DEPARTMENT OF FINANCE Trial Balance

Business Unit: 8860 As Of: 12/31/2022 Run Date: 1/25/2023

Ledger: MODACCRL Run Time 7:14:15

Fiscal Year: 2022

Period From: 1 To Period: 6

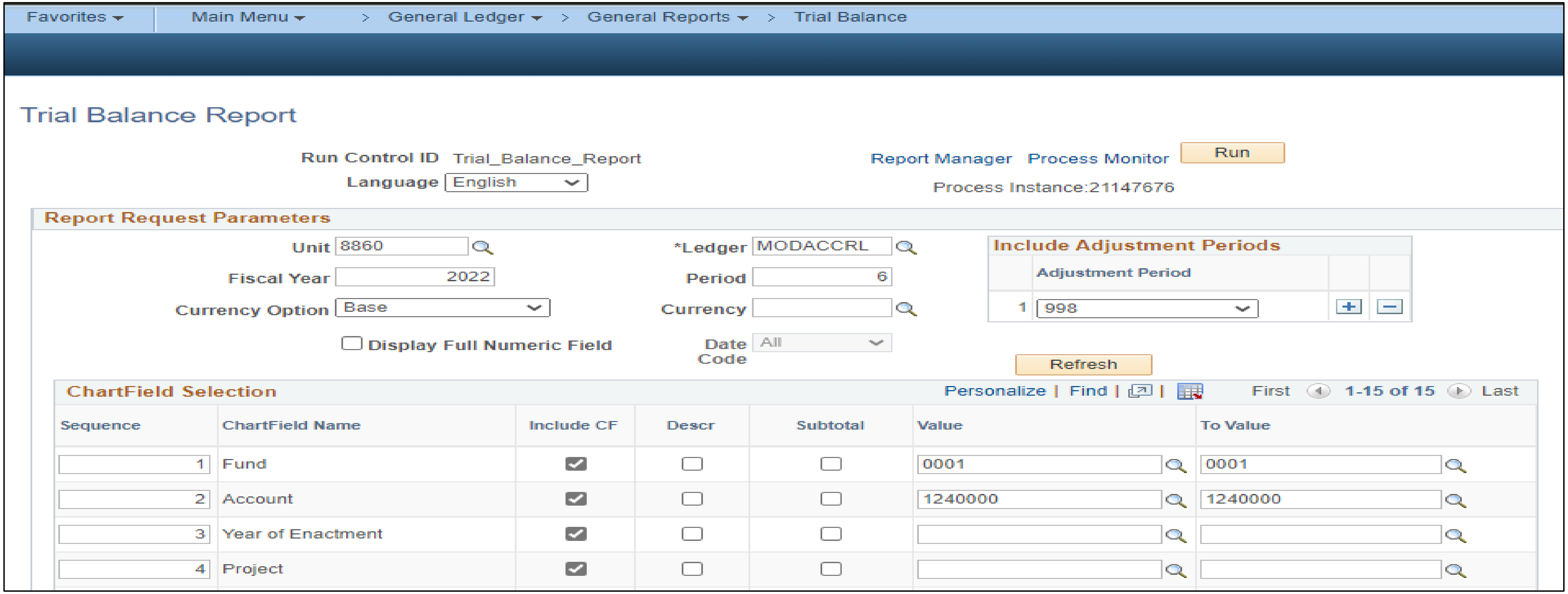
Fund: 0001 General Fund (998)

ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1200000	AR - Revenue	$500.00	$0.00	$250.00	$250.00
1200050	AR - Reimbursements	$129,001.00	$29,617.50	$158,618.50	$0.00
1200100	AR - Abatements	$16,564.88	$16,501.39	$8,642.80	$24,423.47
1209900	AR - Other	$7,418.78	$1,137.43	$2,078.00	$6,478.21
1222100	Adv to Agency & Off Rev Funds	$0.00	$200,000.00	$0.00	$200,000.00
1240000	Due From Other Funds	$134,646,266.91	$3,284,446.41	$135,791,874.05	$2,138,839.27
1240100	Due Fr Oth Approps - Same Fund	$7,640,348.32	$301,304.00	$7,934,511.82	$7,140.50

Trial Balance Report will provide cumulative account balances for a given range as of a specific date. For more detailed information (ENY, Program, etc.), run the Trial Balance Report – General Ledger.

Accounts Receivable
Reports & Queries

Trial Balance – General Ledger
Due From Accounts and Project Reconciliation


Favorites
Main Menu
> General Ledger
> General Reports
> Trial Balance
Report Manager
Process Monitor
Run
Refresh
Personalize | Find
First
1-15 of 15
Last

Trial Balance Report

Run Control ID Trial_Balance_Report
Language English

Process Instance:21147676

Report Request Parameters

Unit 8860
***Ledger** MODACCRL
Fiscal Year 2022
Period 6
Currency Option Base
Currency
☐ **Display Full Numeric Field**
Date Code All

Include Adjustment Periods

	Adjustment Period
1	998

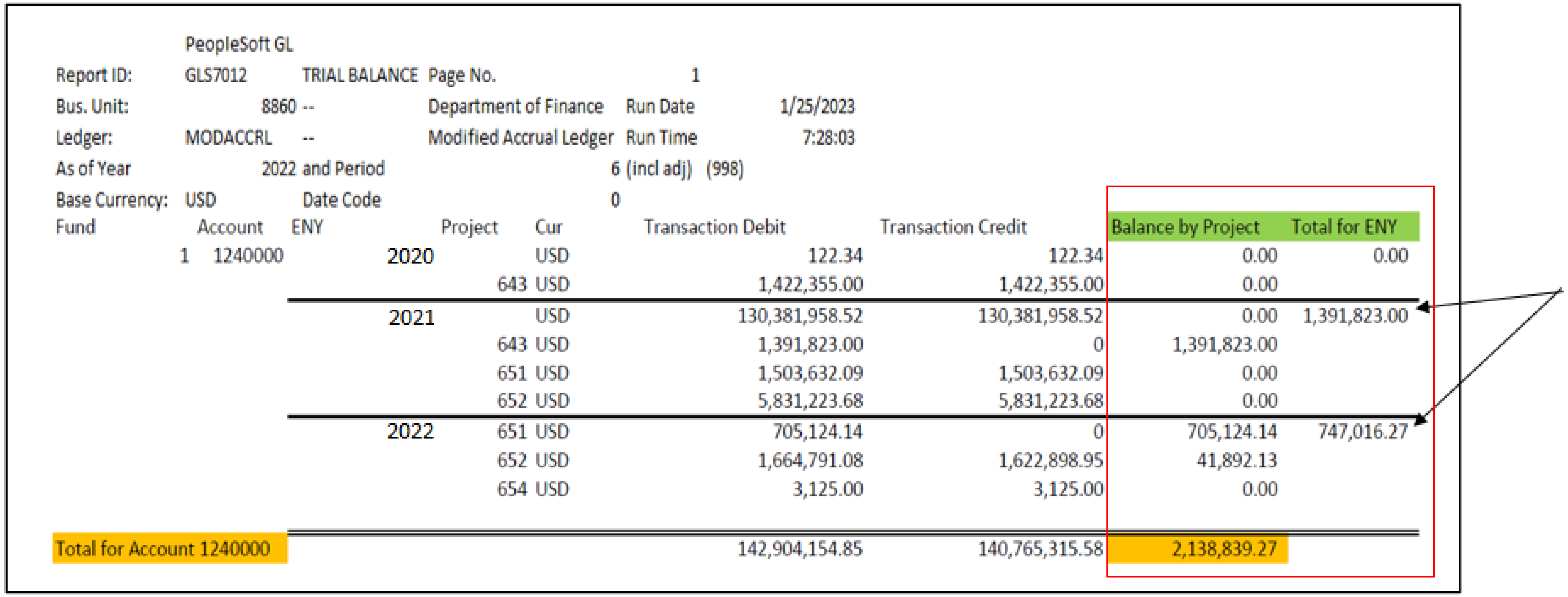
ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund	☑	☐	☐	0001	0001
2	Account	☑	☐	☐	1240000	1240000
3	Year of Enactment	☑	☐	☐		
4	Project	☑	☐	☐		

Accounts Receivable
Reports & Queries

Trial Balance – General Ledger
Due From Accounts and Project Reconciliation

- On the Trial Balance – General Ledger Report, add a column for Balance by Project and Total ENY. The sum of the Debit and Credit totals for the account should match the balance on the Trial Balance – FI$Cal Processes report from previous slides.
- The same information can also be obtained by running Finance query DFQ_AR_15_ACCRUAL_PROJECT.
- In this example – Reconcile Project and ENY breakdown amounts against Due From Other Funds total of **$2,138,839.27**.



PeopleSoft GL
Report ID: GLS7012 TRIAL BALANCE Page No. 1
Bus. Unit: 8860 -- Department of Finance Run Date 1/25/2023
Ledger: MODACCRL -- Modified Accrual Ledger Run Time 7:28:03
As of Year 2022 and Period 6 (incl adj) (998)
Base Currency: USD Date Code 0

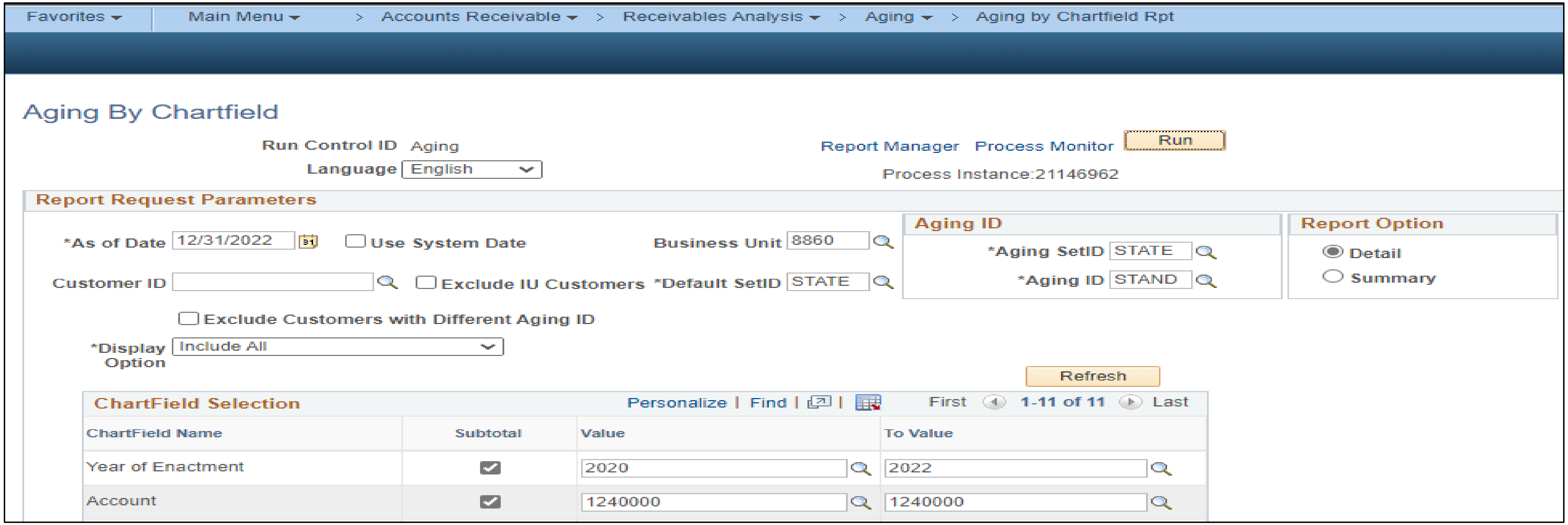
Fund	Account	ENY	Project	Cur	Transaction Debit	Transaction Credit	Balance by Project	Total for ENY
1	1240000	2020		USD	122.34	122.34	0.00	0.00
			643	USD	1,422,355.00	1,422,355.00	0.00	
		2021		USD	130,381,958.52	130,381,958.52	0.00	1,391,823.00
			643	USD	1,391,823.00	0	1,391,823.00	
			651	USD	1,503,632.09	1,503,632.09	0.00	
			652	USD	5,831,223.68	5,831,223.68	0.00	
		2022	651	USD	705,124.14	0	705,124.14	747,016.27
			652	USD	1,664,791.08	1,622,898.95	41,892.13	
			654	USD	3,125.00	3,125.00	0.00	
Total for Account 1240000					142,904,154.85	140,765,315.58	2,138,839.27	

Also, reconcile breakdown amounts to the Aging By ChartField Report (see next slide)

Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable
Reports & Queries

Aging By ChartField Report
This report provides aging ARs including Customer ID and name for research.


Favorites
Main Menu
> Accounts Receivable
> Receivables Analysis
> Aging
> Aging by Chartfield Rpt
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-11 of 11
Last

Aging By Chartfield

Run Control ID Aging
Language English
Process Instance:21146962

Report Request Parameters

*As of Date 12/31/2022
☐ Use System Date
Business Unit 8860
Customer ID
☐ Exclude IU Customers
*Default SetID STATE
☐ Exclude Customers with Different Aging ID
*Display Option Include All

Aging ID
*Aging SetID STATE
*Aging ID STAND

Report Option
● Detail
○ Summary

ChartField Selection

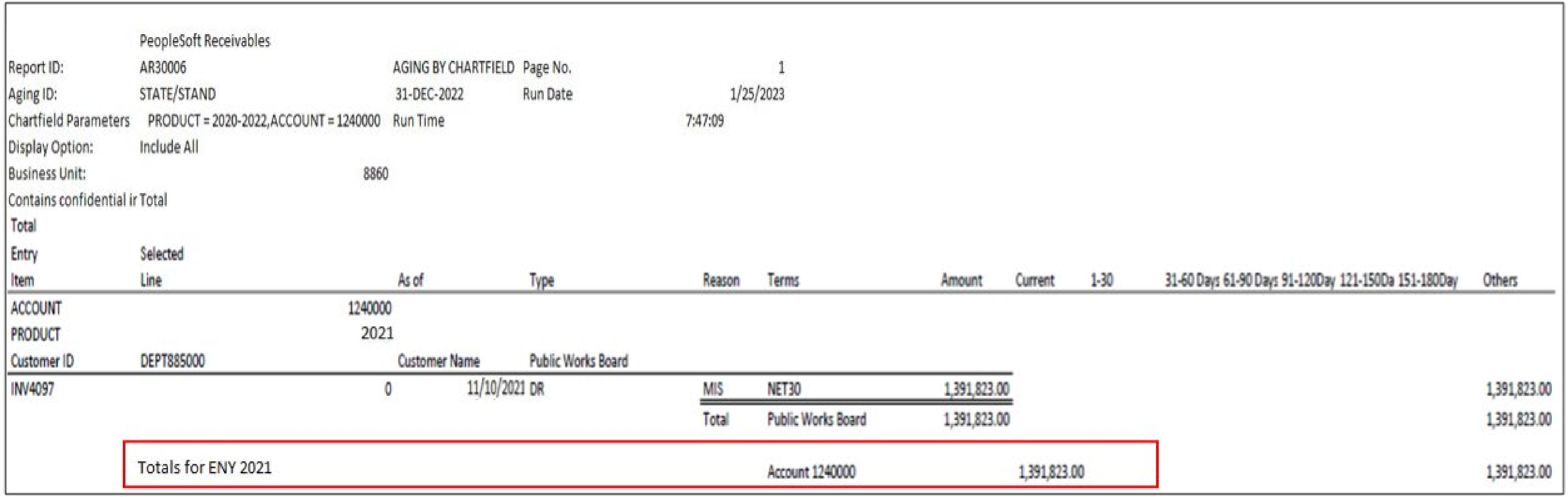
ChartField Name	Subtotal	Value	To Value
Year of Enactment	☑	2020	2022
Account	☑	1240000	1240000

Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable

Reports & Queries

Aging By ChartField Report



PeopleSoft Receivables

Report ID: AR30006 AGING BY CHARTFIELD Page No. 1
Aging ID: STATE/STAND 31-DEC-2022 Run Date 1/25/2023
Chartfield Parameters PRODUCT = 2020-2022,ACCOUNT = 1240000 Run Time 7:47:09
Display Option: Include All
Business Unit: 8860
Contains confidential ir Total
Total

Entry Item	Selected Line	As of	Type	Reason	Terms	Amount	Current	1-30	31-60 Days	61-90 Days	91-120Day	121-150Da	151-180Day	Others
ACCOUNT		1240000												
PRODUCT		2021												
Customer ID	DEPT885000	Customer Name	Public Works Board											
INV4097	0	11/10/2021	DR	MIS	NET30	1,391,823.00								1,391,823.00
				Total	Public Works Board	1,391,823.00								1,391,823.00
	Totals for ENY 2021				Account 1240000		1,391,823.00							1,391,823.00

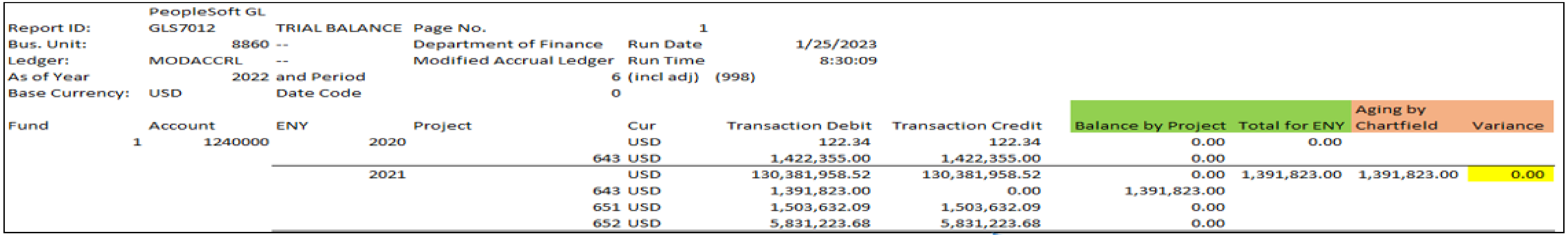
Notes:

- This information can also be obtained by running Finance query DFQ_AR_09_CUSTOMERS_ACC_HIST.
- The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable
Reports & Queries

Due From Accounts and Aging by ChartField Report Reconciliation Project Reconciliation

- Add a column for Aging by ChartField and Variance to the Trial Balance – General Ledger.
- Reconcile AR and Due From accounts to the AR Aging By ChartField Report.
- Research differences in the Customer Account History Report, Cash Receipts Report, Journal Inquiry, and/or Item Inquiry screens.
- Add correction comments.



PeopleSoft GL
Report ID: GLS7012 TRIAL BALANCE Page No. 1
Bus. Unit: 8860 -- Department of Finance Run Date 1/25/2023
Ledger: MODACCRL -- Modified Accrual Ledger Run Time 8:30:09
As of Year 2022 and Period 6 (incl adj) (998)
Base Currency: USD Date Code 0

Fund	Account	ENY	Project	Cur	Transaction Debit	Transaction Credit	Balance by Project	Total for ENY	Aging by Chartfield	Variance
1	1240000	2020		USD	122.34	122.34	0.00	0.00		
			643	USD	1,422,355.00	1,422,355.00	0.00			
		2021		USD	130,381,958.52	130,381,958.52	0.00	1,391,823.00	1,391,823.00	0.00
			643	USD	1,391,823.00	0.00	1,391,823.00			
			651	USD	1,503,632.09	1,503,632.09	0.00			
			652	USD	5,831,223.68	5,831,223.68	0.00			

See Customer Account History Report in the Reimbursement section for credit activity.

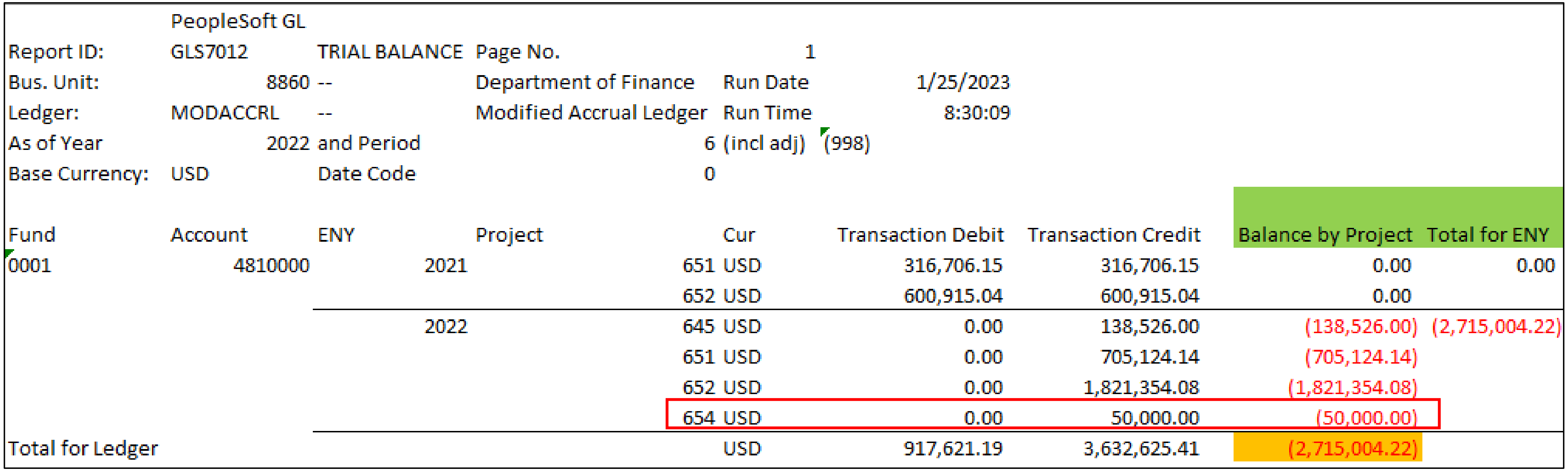
Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable

Reports & Queries

Reimbursement Accounts Reconciliation

- Run the Trial Balance – GL Report for Reimbursement accounts.
- See slide 114 for information on running this report.



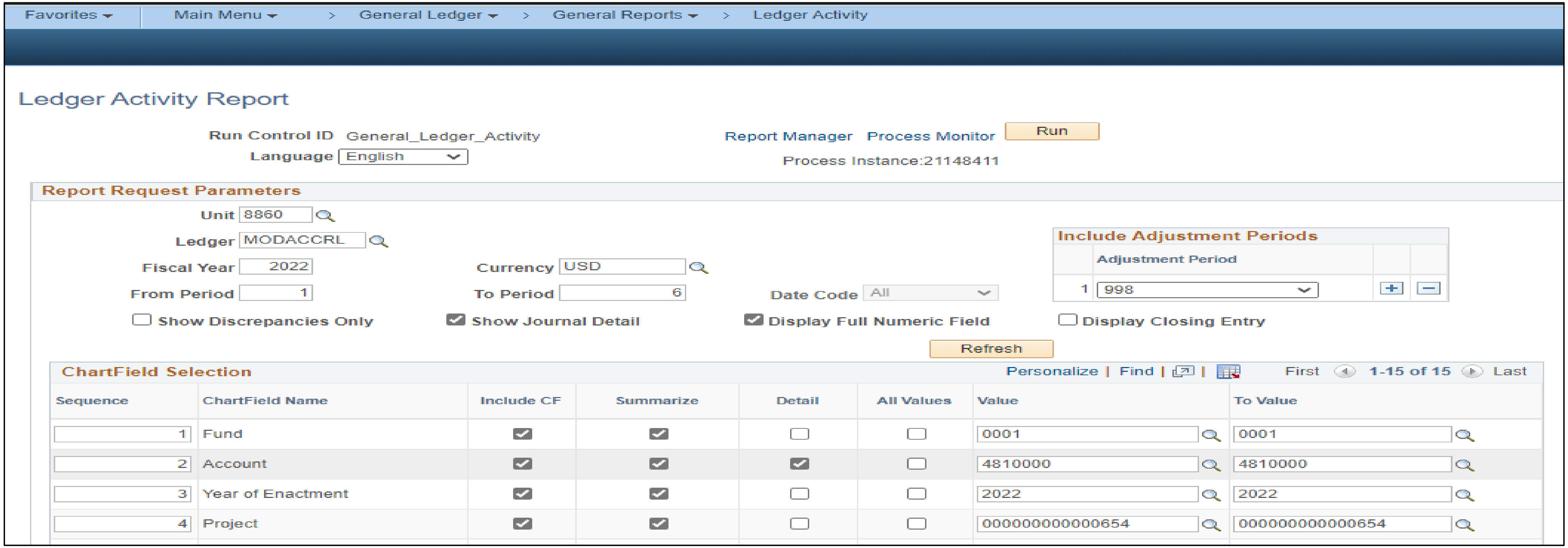
PeopleSoft GL
Report ID: GLS7012 TRIAL BALANCE Page No. 1
Bus. Unit: 8860 -- Department of Finance Run Date 1/25/2023
Ledger: MODACCRL -- Modified Accrual Ledger Run Time 8:30:09
As of Year 2022 and Period 6 (incl adj) (998)
Base Currency: USD Date Code 0

Fund	Account	ENY	Project	Cur	Transaction Debit	Transaction Credit	Balance by Project	Total for ENY
0001	4810000	2021	651	USD	316,706.15	316,706.15	0.00	0.00
			652	USD	600,915.04	600,915.04	0.00	
		2022	645	USD	0.00	138,526.00	(138,526.00)	(2,715,004.22)
			651	USD	0.00	705,124.14	(705,124.14)	
			652	USD	0.00	1,821,354.08	(1,821,354.08)	
			654	USD	0.00	50,000.00	(50,000.00)	
Total for Ledger				USD	917,621.19	3,632,625.41	(2,715,004.22)	

Accounts Receivable

Reports & Queries

Reimbursement Accounts Research
Ledger Activity Report


Favorites
Main Menu
General Ledger
General Reports
Ledger Activity
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-15 of 15
Last

Ledger Activity Report

Run Control ID: General_Ledger_Activity
Language: English
Process Instance:21148411

Report Request Parameters

Unit: 8860
Ledger: MODACCRL
Fiscal Year: 2022
Currency: USD
From Period: 1
To Period: 6
Date Code: All

Include Adjustment Periods

	Adjustment Period
1	998

☐ Show Discrepancies Only
☑ Show Journal Detail
☑ Display Full Numeric Field
☐ Display Closing Entry

ChartField Selection

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund	☑	☑	☐	☐	0001	0001
2	Account	☑	☑	☑	☐	4810000	4810000
3	Year of Enactment	☑	☑	☐	☐	2022	2022
4	Project	☑	☑	☐	☐	000000000000654	000000000000654

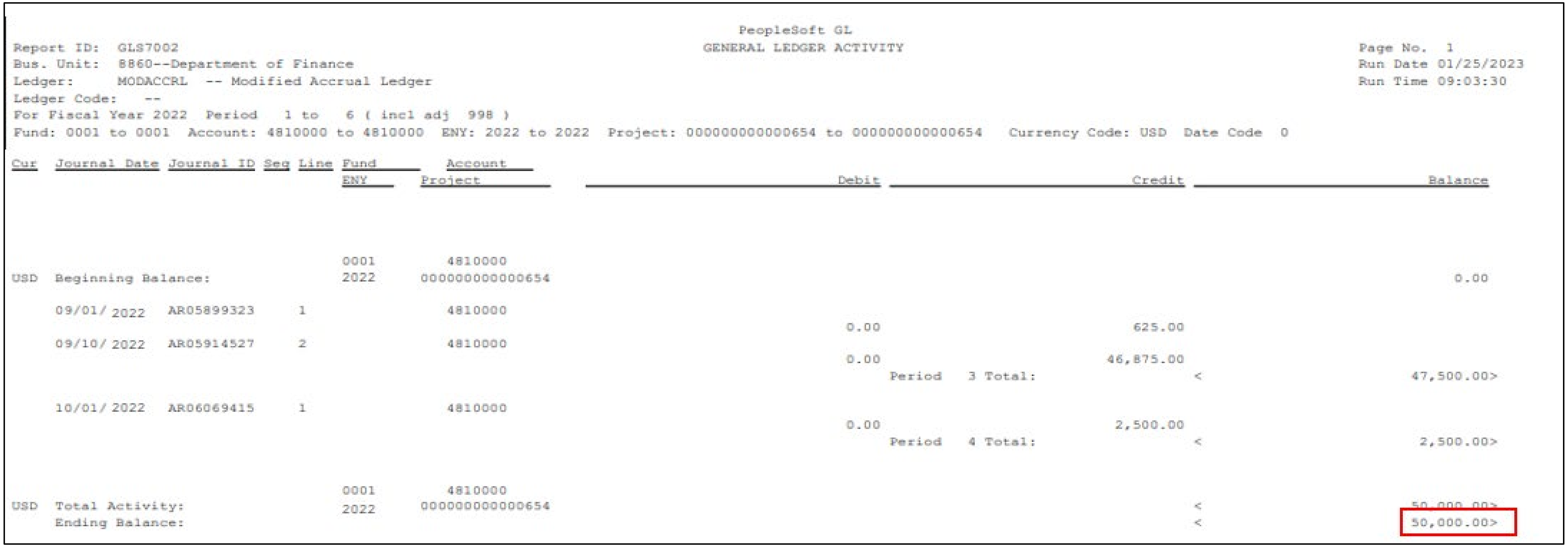
Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable

Reports & Queries

Reimbursement Accounts Research
Ledger Activity Report

- List of all journals posted to specific ChartField Combination which make up the balance on the Trial Balance – GL Report.

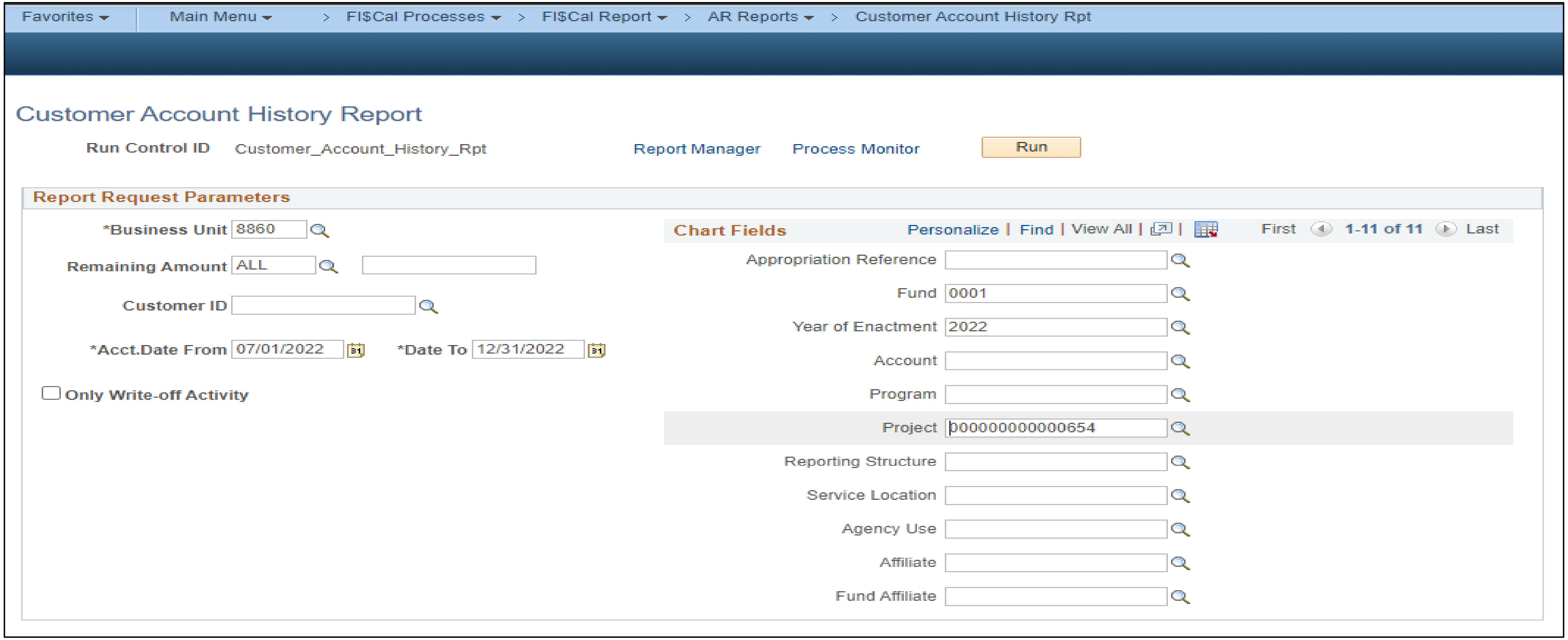


```
                                                                    PeopleSoft GL
Report ID:  GLS7002                                            GENERAL LEDGER ACTIVITY                                                              Page No.  1
Bus. Unit:  8860--Department of Finance                                                                                                              Run Date 01/25/2023
Ledger:     MODACCRL  -- Modified Accrual Ledger                                                                                                     Run Time 09:03:30
Ledger Code:   --
For Fiscal Year 2022  Period   1 to   6 ( incl adj  998 )
Fund: 0001 to 0001  Account: 4810000 to 4810000  ENY: 2022 to 2022  Project: 000000000000654 to 000000000000654  Currency Code: USD  Date Code  0

Cur  Journal Date Journal ID Seq Line Fund        Account
                                      ENY       Project                           Debit                          Credit                          Balance



                                      0001        4810000
USD  Beginning Balance:               2022      000000000000654                                                                                      0.00

     09/01/2022   AR05899323     1                4810000
                                                                                   0.00                          625.00
     09/10/2022   AR05914527     2                4810000
                                                                                   0.00                       46,875.00
                                                                                       Period   3 Total:                 <                    47,500.00>

     10/01/2022   AR06069415     1                4810000
                                                                                   0.00                        2,500.00
                                                                                       Period   4 Total:                 <                     2,500.00>


                                      0001        4810000
USD  Total Activity:                  2022      000000000000654                                                          <                    50,000.00>
     Ending Balance:                                                                                                     <                    50,000.00>
```

Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable
Reports & Queries

Customer Account History Report


Favorites
Main Menu
> FI$Cal Processes
> FI$Cal Report
> AR Reports
> Customer Account History Rpt
Report Manager
Process Monitor
Run
Personalize | Find | View All |
First
1-11 of 11
Last

Customer Account History Report

Run Control ID Customer_Account_History_Rpt

Report Request Parameters

*Business Unit 8860

Remaining Amount ALL

Customer ID

*Acct.Date From 07/01/2022 *Date To 12/31/2022

☐ Only Write-off Activity

Chart Fields

Appropriation Reference	
Fund	0001
Year of Enactment	2022
Account	
Program	
Project	000000000000654
Reporting Structure	
Service Location	
Agency Use	
Affiliate	
Fund Affiliate	

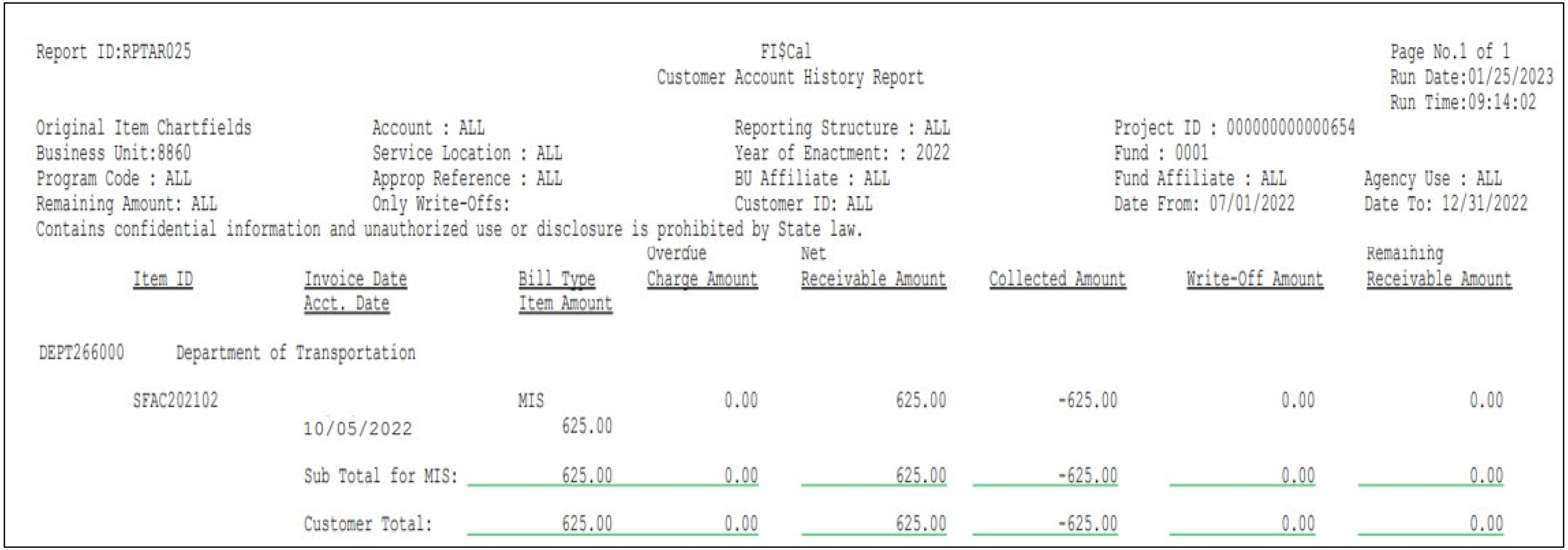
Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable

Reports & Queries

Customer Account History Report

- ➢ Displays Item ID, AR billing amount, collected amount, and remaining receivable balance for each AR Item.
- ➢ Example – Below AR Item was fully collected, and it has zero receivable balance.



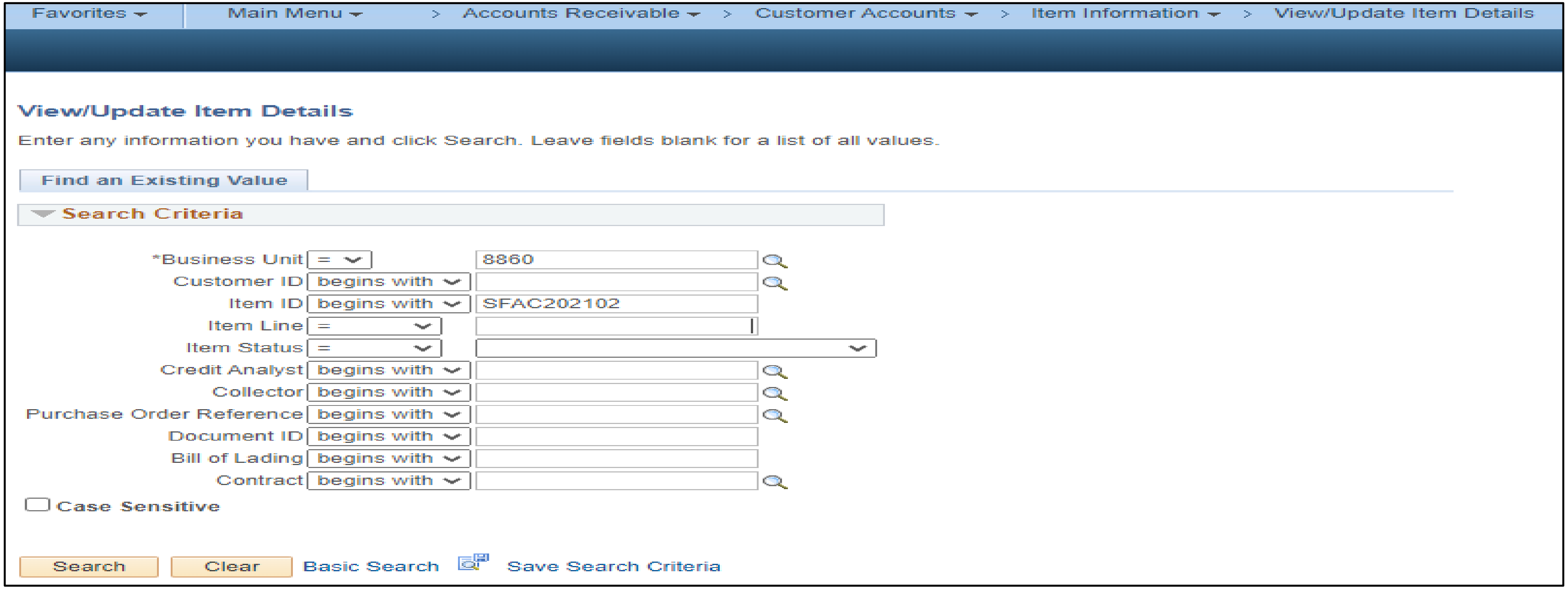
```
Report ID:RPTAR025                                FI$Cal                                                  Page No.1 of 1
                                      Customer Account History Report                                     Run Date:01/25/2023
                                                                                                          Run Time:09:14:02
Original Item Chartfields      Account : ALL                Reporting Structure : ALL     Project ID : 000000000000654
Business Unit:8860             Service Location : ALL       Year of Enactment: : 2022     Fund : 0001
Program Code : ALL             Approp Reference : ALL       BU Affiliate : ALL            Fund Affiliate : ALL      Agency Use : ALL
Remaining Amount: ALL          Only Write-Offs:             Customer ID: ALL              Date From: 07/01/2022     Date To: 12/31/2022
Contains confidential information and unauthorized use or disclosure is prohibited by State law.
                                                  Overdue        Net                                                 Remaining
      Item ID          Invoice Date    Bill Type  Charge Amount  Receivable Amount  Collected Amount  Write-Off Amount  Receivable Amount
                       Acct. Date      Item Amount

DEPT266000   Department of Transportation

      SFAC202102                       MIS                 0.00             625.00           -625.00              0.00               0.00
                       10/05/2022           625.00

                       Sub Total for MIS:   625.00         0.00             625.00           -625.00              0.00               0.00

                       Customer Total:      625.00         0.00             625.00           -625.00              0.00               0.00
```

Accounts Receivable

Reports & Queries

Account Receivables Item Details

- ➢ Reconcilers should become familiar with the AR Item Details Screens.
- ➢ Displays remaining AR Item balances.
- ➢ Example – Due From and Reimbursement accounts related AR Item.


Favorites
Main Menu
> Accounts Receivable
> Customer Accounts
> Item Information
> View/Update Item Details
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria

View/Update Item Details

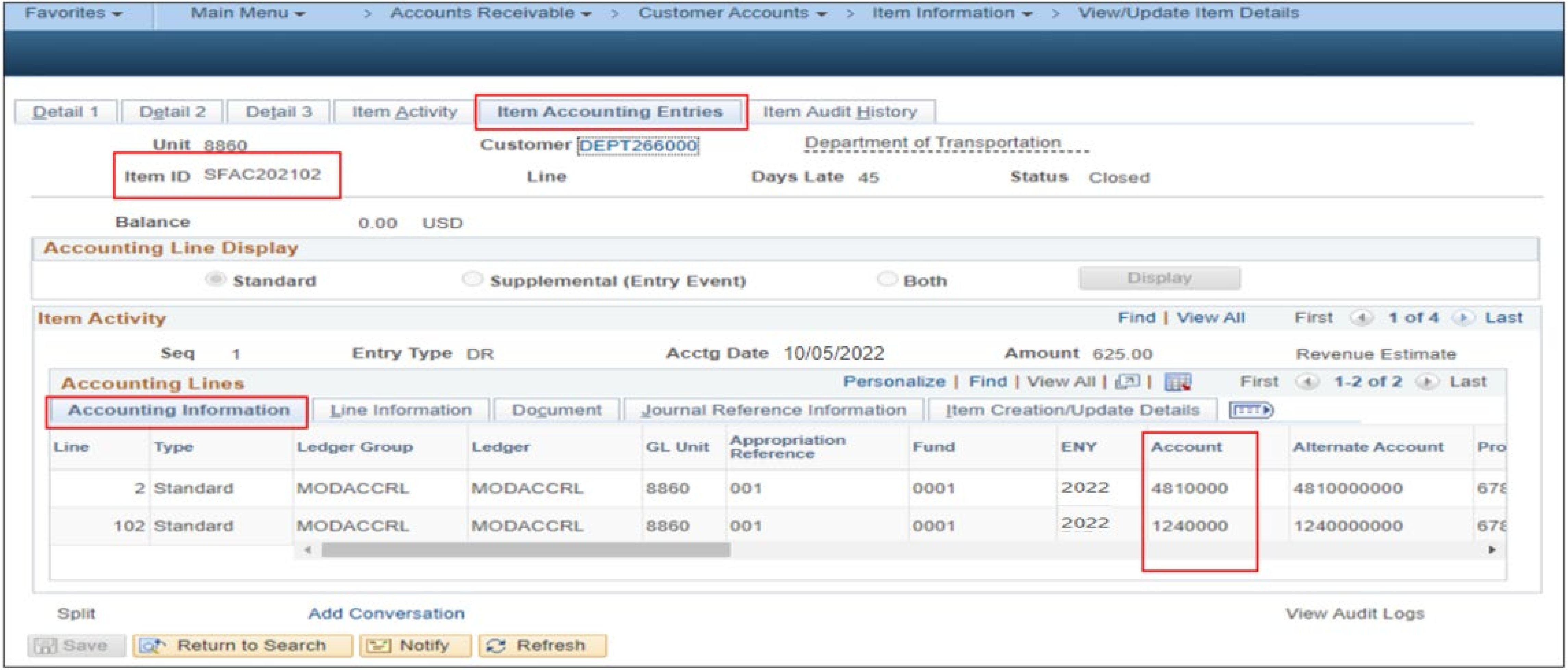
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Business Unit = 8860
Customer ID begins with
Item ID begins with SFAC202102
Item Line =
Item Status =
Credit Analyst begins with
Collector begins with
Purchase Order Reference begins with
Document ID begins with
Bill of Lading begins with
Contract begins with
☐ Case Sensitive

Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable
Reports & Queries

Account Receivables Item Details


Favorites
Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details
Detail 1
Detail 2
Detail 3
Item Activity
Item Accounting Entries
Item Audit History
Display
Find | View All
First 1 of 4 Last
Personalize | Find | View All
First 1-2 of 2 Last
Accounting Information
Line Information
Document
Journal Reference Information
Item Creation/Update Details
Split
Add Conversation
View Audit Logs
Save
Return to Search
Notify
Refresh

Unit 8860
Customer DEPT266000 Department of Transportation
Item ID SFAC202102
Line
Days Late 45
Status Closed

Balance 0.00 USD

Accounting Line Display

● Standard ○ Supplemental (Entry Event) ○ Both

Item Activity

Seq 1 **Entry Type** DR **Acctg Date** 10/05/2022 **Amount** 625.00 Revenue Estimate

Accounting Lines

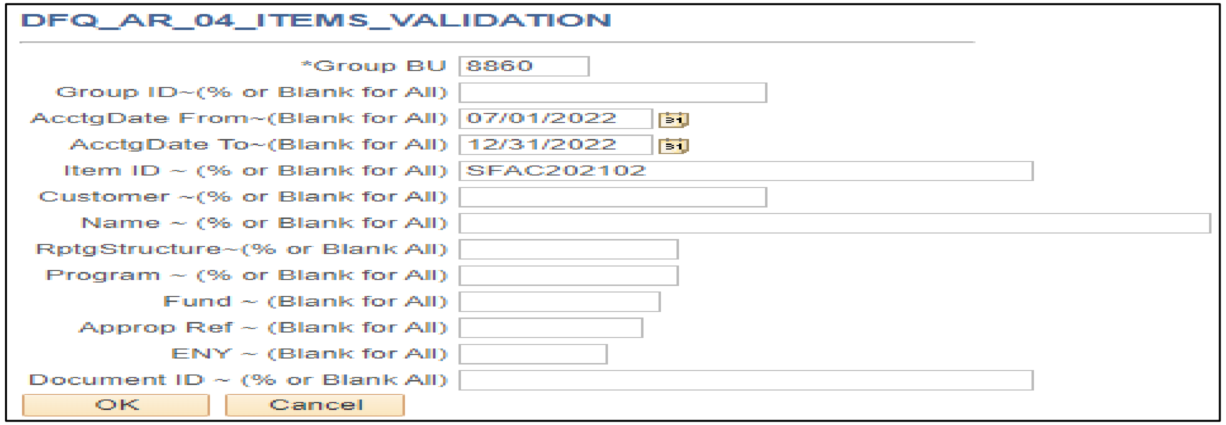
Line	Type	Ledger Group	Ledger	GL Unit	Appropriation Reference	Fund	ENY	Account	Alternate Account	Pro
2	Standard	MODACCRL	MODACCRL	8860	001	0001	2022	4810000	4810000000	678
102	Standard	MODACCRL	MODACCRL	8860	001	0001	2022	1240000	1240000000	678

Accounts Receivable
Reports & Queries

Account Receivables Item Details - Query

DFQ_AR_04_ITEMS_VALIDATION

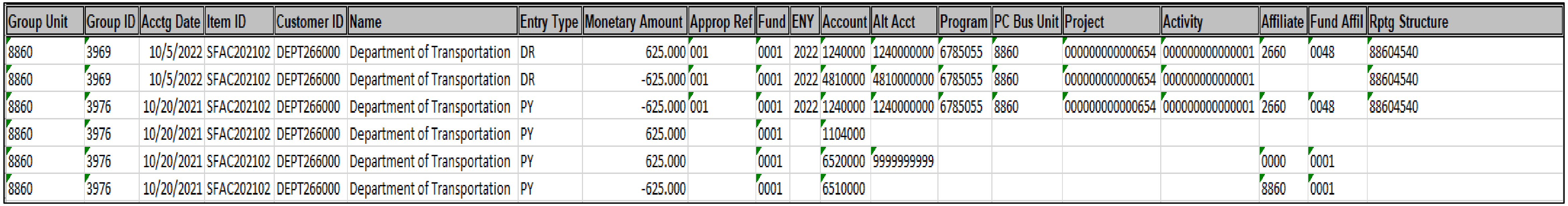
- Shows all accounting entries associated with an AR Item.



DFQ_AR_04_ITEMS_VALIDATION

*Group BU	8860
Group ID~(% or Blank for All)	
AcctgDate From~(Blank for All)	07/01/2022
AcctgDate To~(Blank for All)	12/31/2022
Item ID ~ (% or Blank for All)	SFAC202102
Customer ~(% or Blank for All)	
Name ~ (% or Blank for All)	
RptgStructure~(% or Blank All)	
Program ~ (% or Blank for All)	
Fund ~ (Blank for All)	
Approp Ref ~ (Blank for All)	
ENY ~ (Blank for All)	
Document ID ~ (% or Blank All)	

- This query can show information for all AR Items within a given accounting date and/or ChartField combination.



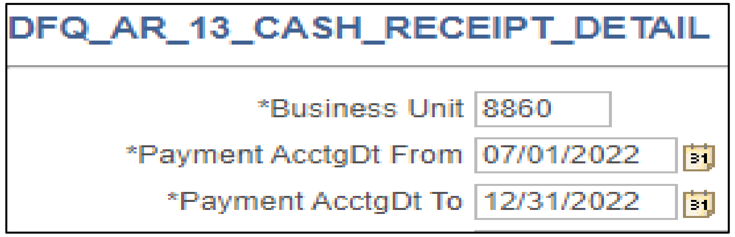
Group Unit	Group ID	Acctg Date	Item ID	Customer ID	Name	Entry Type	Monetary Amount	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	Rptg Structure
8860	3969	10/5/2022	SFAC202102	DEPT266000	Department of Transportation	DR	625.000	001	0001	2022	1240000	1240000000	6785055	8860	000000000000654	000000000000001	2660	0048	88604540
8860	3969	10/5/2022	SFAC202102	DEPT266000	Department of Transportation	DR	-625.000	001	0001	2022	4810000	4810000000	6785055	8860	000000000000654	000000000000001			88604540
8860	3976	10/20/2021	SFAC202102	DEPT266000	Department of Transportation	PY	-625.000	001	0001	2022	1240000	1240000000	6785055	8860	000000000000654	000000000000001	2660	0048	88604540
8860	3976	10/20/2021	SFAC202102	DEPT266000	Department of Transportation	PY	625.000		0001		1104000								
8860	3976	10/20/2021	SFAC202102	DEPT266000	Department of Transportation	PY	625.000		0001		6520000	9999999999					0000	0001	
8860	3976	10/20/2021	SFAC202102	DEPT266000	Department of Transportation	PY	-625.000		0001		6510000						8860	0001	

Accounts Receivable

Reports & Queries

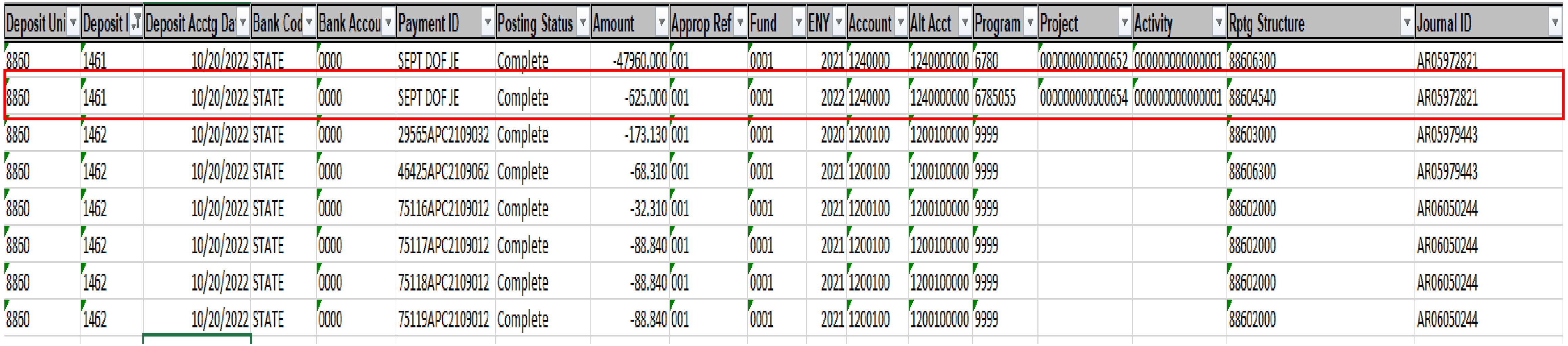
Cash Receipts Detail Report
for Reimbursement Accounts – Query
DFQ_AR_13_Cash_Receipt_Detail

- ➢ Shows detailed information for Cash Receipts.
- ➢ Helpful for researching payments applied to AR items.



DFQ_AR_13_CASH_RECEIPT_DETAIL

*Business Unit 8860
*Payment AcctgDt From 07/01/2022
*Payment AcctgDt To 12/31/2022



Deposit Uni	Deposit I	Deposit Acctg Da	Bank Cod	Bank Accou	Payment ID	Posting Status	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Project	Activity	Rptg Structure	Journal ID
8860	1461	10/20/2022	STATE	0000	SEPT DOF JE	Complete	-47960.000	001	0001	2021	1240000	1240000000	6780	000000000000652	000000000000001	88606300	AR05972821
8860	1461	10/20/2022	STATE	0000	SEPT DOF JE	Complete	-625.000	001	0001	2022	1240000	1240000000	6785055	000000000000654	000000000000001	88604540	AR05972821
8860	1462	10/20/2022	STATE	0000	29565APC2109032	Complete	-173.130	001	0001	2020	1200100	1200100000	9999			88603000	AR05979443
8860	1462	10/20/2022	STATE	0000	46425APC2109062	Complete	-68.310	001	0001	2021	1200100	1200100000	9999			88606300	AR05979443
8860	1462	10/20/2022	STATE	0000	75116APC2109012	Complete	-32.310	001	0001	2021	1200100	1200100000	9999			88602000	AR06050244
8860	1462	10/20/2022	STATE	0000	75117APC2109012	Complete	-88.840	001	0001	2021	1200100	1200100000	9999			88602000	AR06050244
8860	1462	10/20/2022	STATE	0000	75118APC2109012	Complete	-88.840	001	0001	2021	1200100	1200100000	9999			88602000	AR06050244
8860	1462	10/20/2022	STATE	0000	75119APC2109012	Complete	-88.840	001	0001	2021	1200100	1200100000	9999			88602000	AR06050244

Some rows and columns are hidden for display purposes.

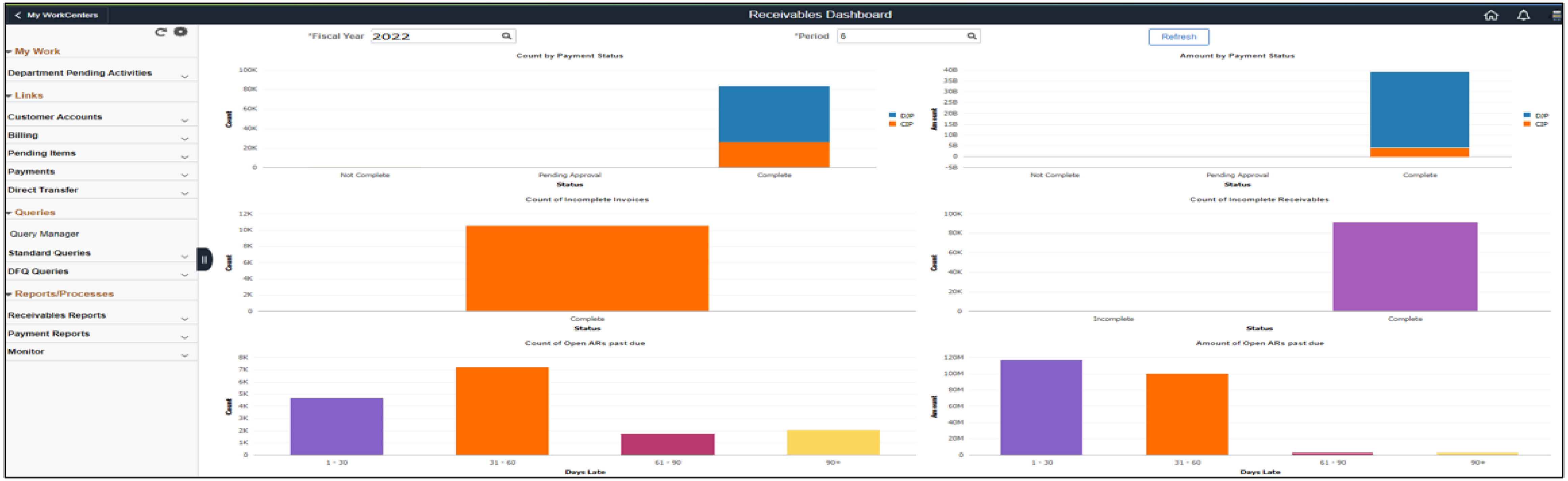
Note: The same process can be applied to Reimbursement, Revenue, and Abatement accounts.

Accounts Receivable

FI$Cal Accounts Receivable WorkCenter

FI$Cal AR WorkCenter

- ➢ The Receivables WorkCenter displays popular links to key AR and Direct Transfer processes, queries and reports.
- ➢ It is a central desktop from which users can efficiently perform their daily tasks such as creating customers, items, deposits, and invoices, as well as resolving transactions in error.
- ➢ Review FI$Cal Job Aid FISCal.474 – Using Receivables (AR) WorkCenter.



< My WorkCenters
Receivables Dashboard
My Work
Department Pending Activities
Links
Customer Accounts
Billing
Pending Items
Payments
Direct Transfer
Queries
Query Manager
Standard Queries
DFQ Queries
Reports/Processes
Receivables Reports
Payment Reports
Monitor
*Fiscal Year
2022
*Period
6
Refresh
Count by Payment Status
100K
80K
60K
40K
20K
0
Count
Not Complete
Pending Approval
Complete
Status
DIP
CIP
Amount by Payment Status
40B
35B
30B
25B
20B
15B
10B
5B
0
-5B
Amount
Not Complete
Pending Approval
Complete
Status
DIP
CIP
Count of Incomplete Invoices
12K
10K
8K
6K
4K
2K
0
Count
Complete
Status
Count of Incomplete Receivables
100K
80K
60K
40K
20K
0
Count
Incomplete
Complete
Status
Count of Open ARs past due
8K
7K
6K
5K
4K
3K
2K
1K
0
Count
1 - 30
31 - 60
61 - 90
90+
Days Late
Amount of Open ARs past due
120M
100M
80M
60M
40M
20M
0
Amount
1 - 30
31 - 60
61 - 90
90+
Days Late

Accounts Receivable

Tips

- Record AR, collect payments, and liquidate AR timely and accurately.
- Perform monthly reconciliations.
- Prevent past due AR whenever possible.
- Review Payroll Account Receivables (PARs) closely and refer to Job Aid FISCal.208 for more information about PARs setup and SCO's interfaced ARO, APO, and APC journal entries.
- Clear Account Receivables - Abatements related to Clearing Account Programs and reverting appropriations early to prevent Plan of Financial Adjustment issues at Year-End.
- Refer to Finance eLearning guides **AR20** and **AR21** for instructions on recording and approving the **collection of reverting appropriations** for Abatements and Reimbursements **before** and **after** June 30, respectively.
- Refer to Account Receivables Toolkit on the Finance website for updated procedures: http://www.dof.ca.gov/Accounting/Policies_And_Procedures.
- Refer to FI$Cal Virtual Instructor Led Training (VILT) – AR1001 Accounts Receivable Items

Reimbursements

Reimbursements

- Project Costing
- Queries
- Expenditures
- Revenues
- Reimbursement Reconciliation
- Other Project Costing Query

Reimbursements

Project Costing

- A reimbursement is a recovery of an expenditure. Generally, reimbursement is received as repayment of the cost of work or services performed.
- Project Costing (PC) is used for tracking reimbursement and other usages for the department's reporting needs. For more information on PC, see the FI$Cal VILT PC1001 - Project Costing.
- Revenues are recognized (billed) or collected reimbursement. Revenue and expenditures will be reconciled using PC reports.
- PC receives transaction information from Accounts Payable, Accounts Receivable, and Purchase Order modules.

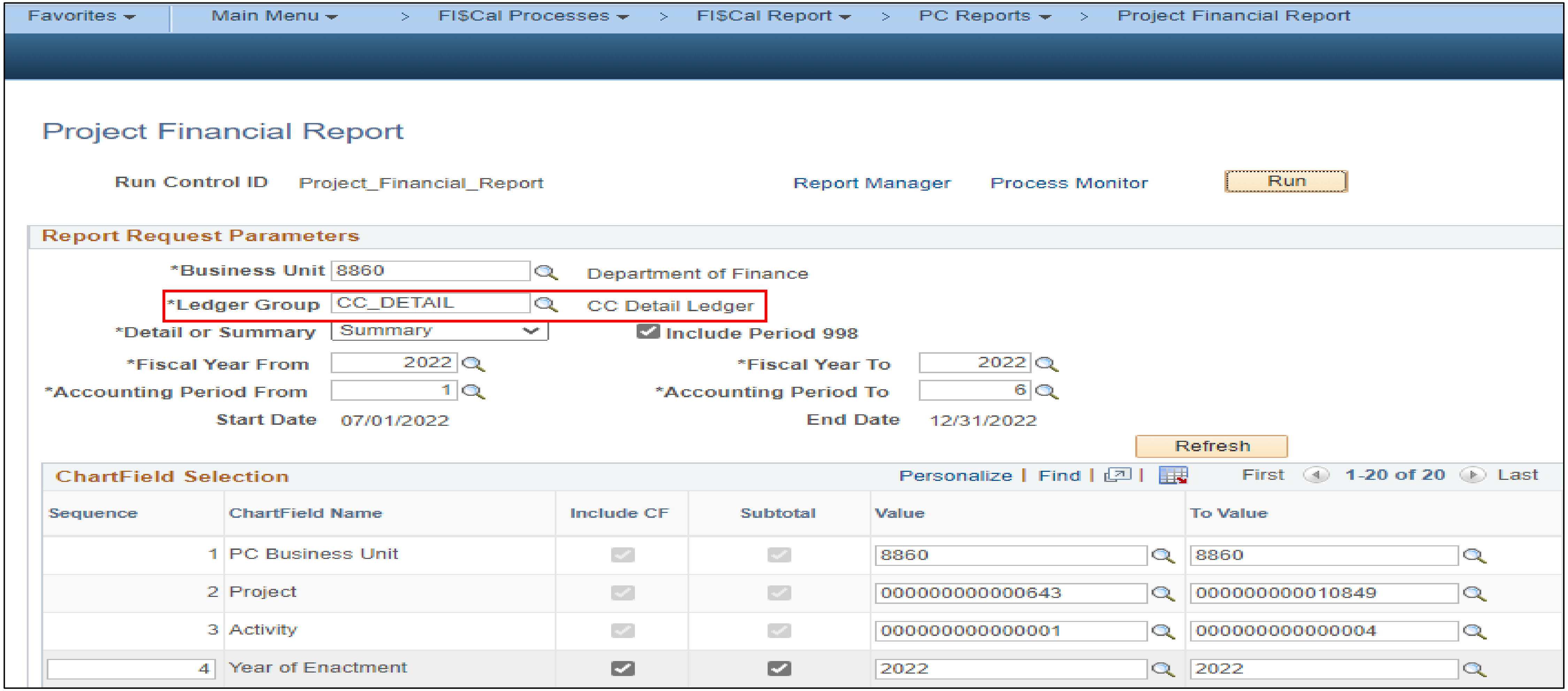
Reimbursements/Project Costing

Queries

Project Financial Reports and Ledger Groups:

- Project Expenditures: CC_DETAIL
- Project Revenues: CC_DTL_REV

Reimbursements/Project Costing
Expenditures


Favorites
Main Menu
>
FI$Cal Processes
>
FI$Cal Report
>
PC Reports
>
Project Financial Report
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-20 of 20
Last

Project Financial Report

Run Control ID Project_Financial_Report

Report Request Parameters

***Business Unit** 8860 Department of Finance

***Ledger Group** CC_DETAIL CC Detail Ledger

***Detail or Summary** Summary

☑ **Include Period 998**

***Fiscal Year From** 2022

***Fiscal Year To** 2022

***Accounting Period From** 1

***Accounting Period To** 6

Start Date 07/01/2022

End Date 12/31/2022

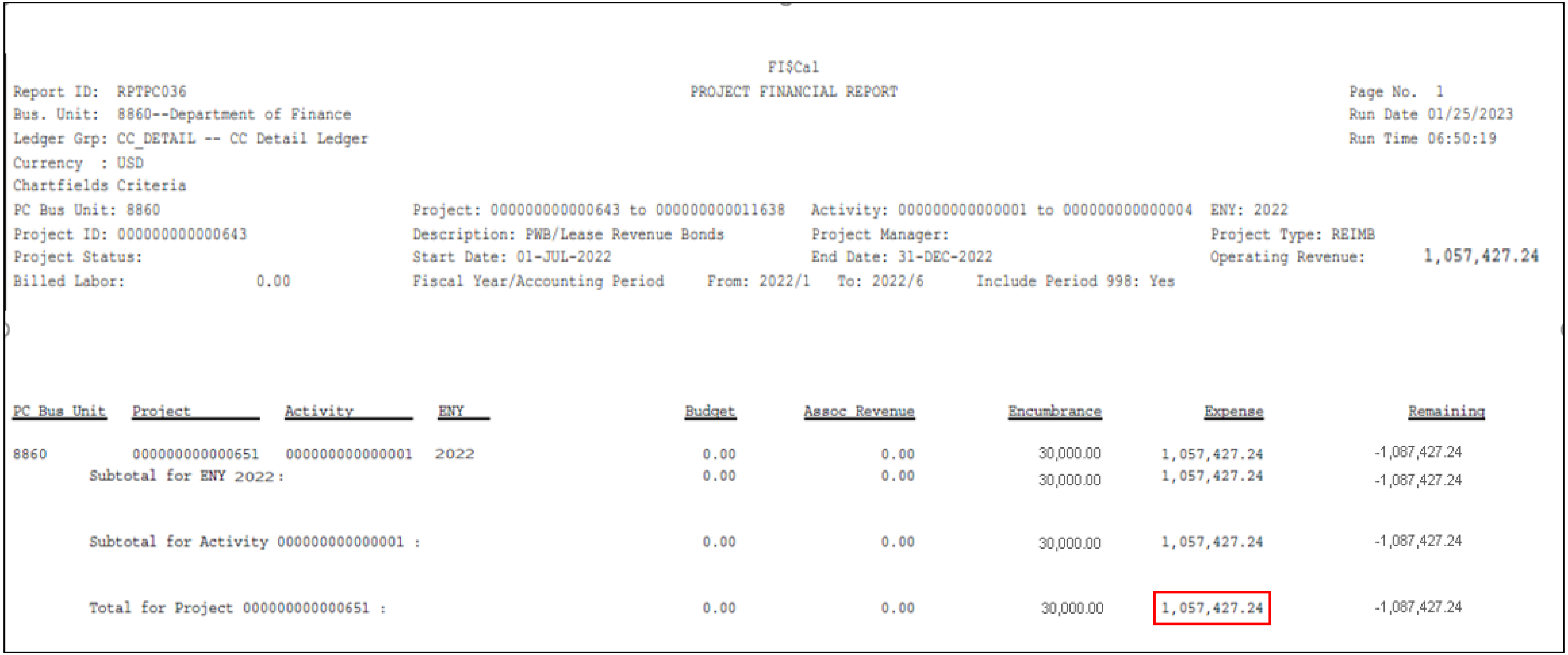
ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	PC Business Unit	☑	☑	8860	8860
2	Project	☑	☑	000000000000643	000000000010849
3	Activity	☑	☑	000000000000001	000000000000004
4	Year of Enactment	☑	☑	2022	2022

Note: Departments can use lower-level PC ChartFields like Source Type to track reimbursements.

Reimbursements/Project Costing

Expenditures

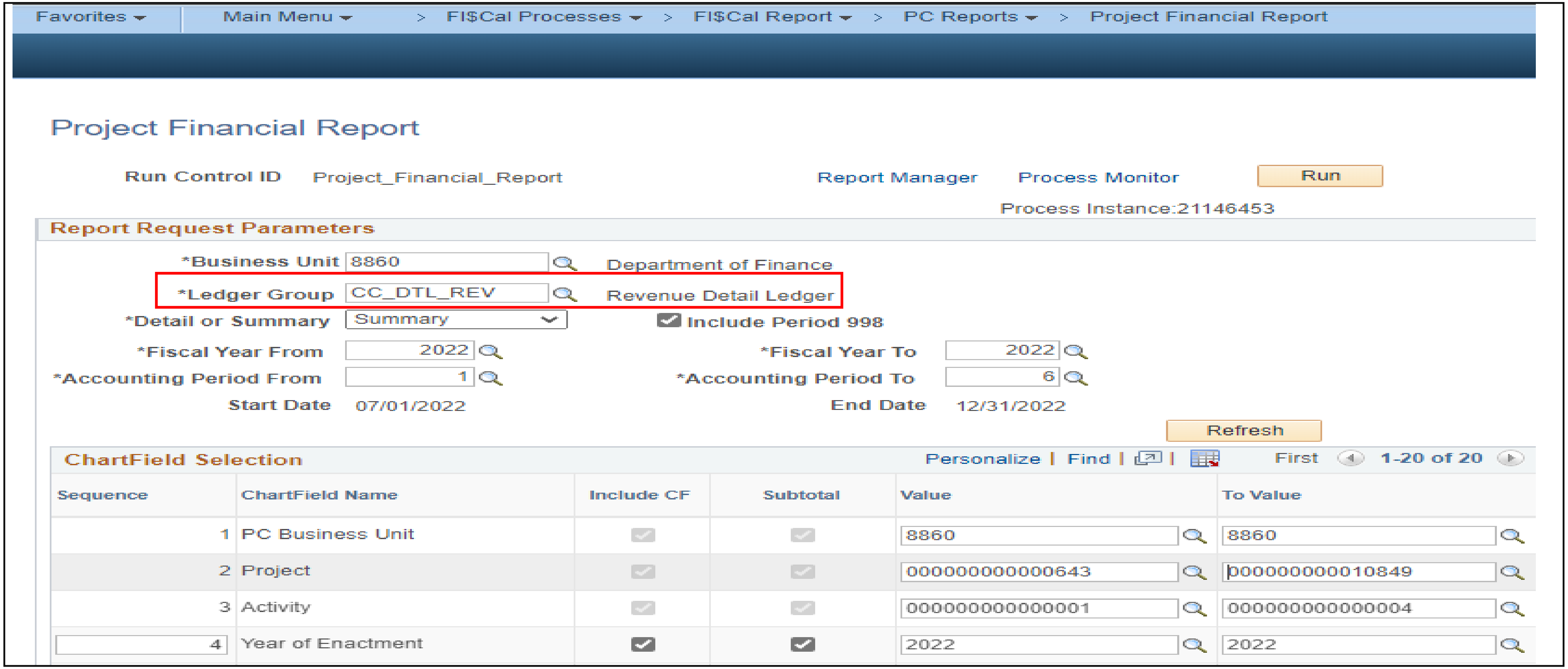


```
                                                        FI$Cal
Report ID:  RPTPC036                               PROJECT FINANCIAL REPORT                                     Page No.  1
Bus. Unit:  8860--Department of Finance                                                                         Run Date 01/25/2023
Ledger Grp: CC_DETAIL -- CC Detail Ledger                                                                       Run Time 06:50:19
Currency  : USD
Chartfields Criteria
PC Bus Unit: 8860               Project: 000000000000643 to 000000000011638  Activity: 000000000000001 to 000000000000004  ENY: 2022
Project ID: 000000000000643     Description: PWB/Lease Revenue Bonds         Project Manager:                            Project Type: REIMB
Project Status:                 Start Date: 01-JUL-2022                      End Date: 31-DEC-2022                       Operating Revenue:    1,057,427.24
Billed Labor:          0.00     Fiscal Year/Accounting Period   From: 2022/1   To: 2022/6    Include Period 998: Yes


PC Bus Unit  Project          Activity          ENY              Budget     Assoc Revenue     Encumbrance        Expense         Remaining

8860         000000000000651  000000000000001   2022               0.00              0.00       30,000.00   1,057,427.24     -1,087,427.24
     Subtotal for ENY 2022:                                        0.00              0.00       30,000.00   1,057,427.24     -1,087,427.24


     Subtotal for Activity 000000000000001 :                       0.00              0.00       30,000.00   1,057,427.24     -1,087,427.24


     Total for Project 000000000000651 :                           0.00              0.00       30,000.00   1,057,427.24     -1,087,427.24
```

Note: Some columns are hidden for display purposes.

Reimbursements/Project Costing

Revenues


Favorites
Main Menu
> FI$Cal Processes
> FI$Cal Report
> PC Reports
> Project Financial Report
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-20 of 20

Project Financial Report

Run Control ID Project_Financial_Report

Process Instance:21146453

Report Request Parameters

*Business Unit 8860 Department of Finance

*Ledger Group CC_DTL_REV Revenue Detail Ledger

*Detail or Summary Summary

☑ Include Period 998

*Fiscal Year From 2022

*Fiscal Year To 2022

*Accounting Period From 1

*Accounting Period To 6

Start Date 07/01/2022

End Date 12/31/2022

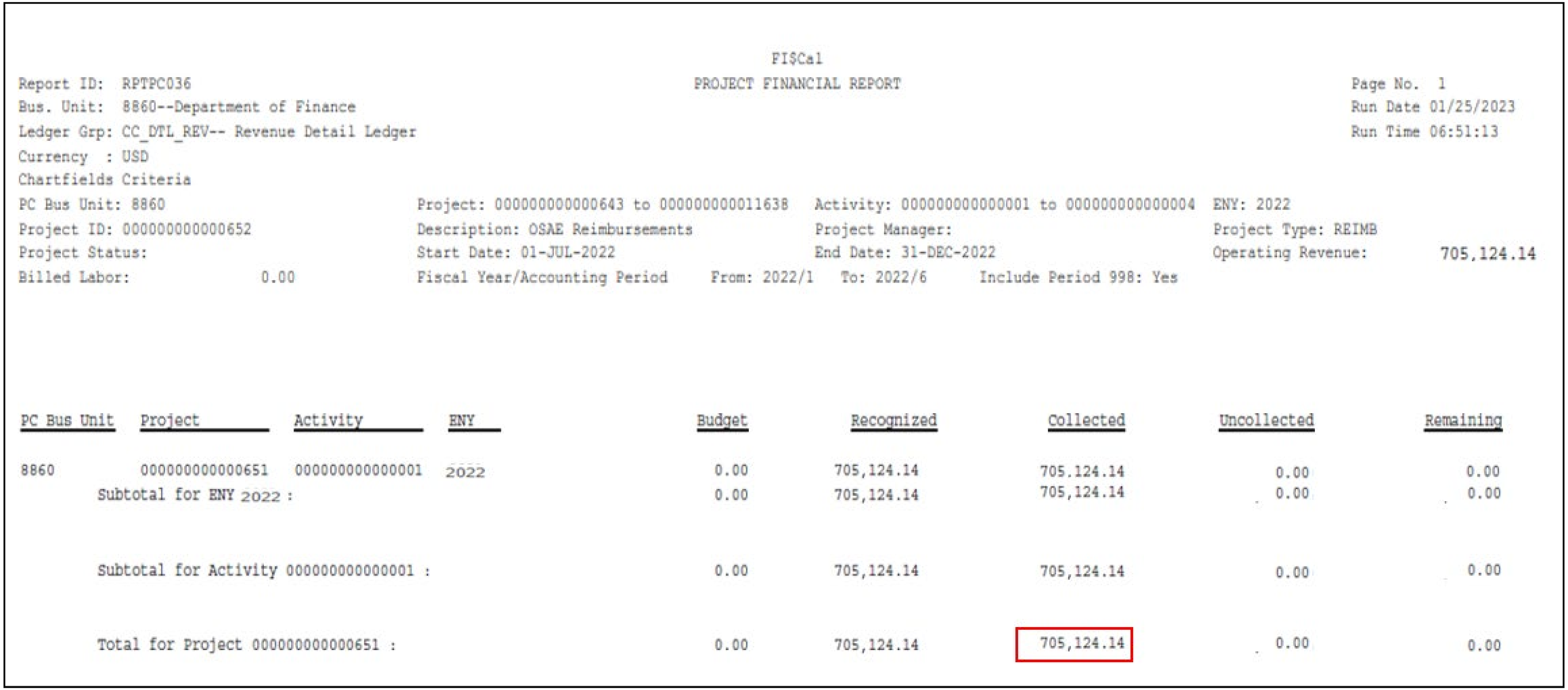
ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	PC Business Unit	☑	☑	8860	8860
2	Project	☑	☑	000000000000643	000000000010849
3	Activity	☑	☑	000000000000001	000000000000004
4	Year of Enactment	☑	☑	2022	2022

Note: Departments can use lower level PC ChartFields like Source Type to track reimbursements.

Reimbursements/Project Costing

Revenues

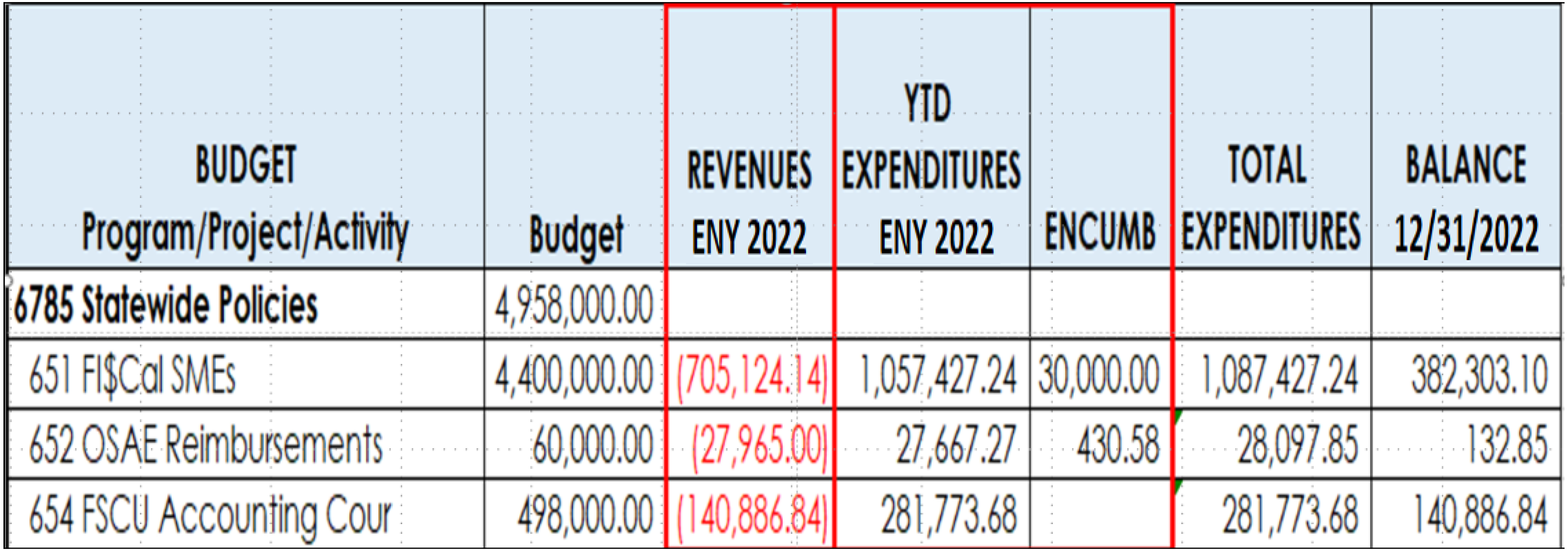


```
                                                      FI$Cal
Report ID:  RPTPC036                          PROJECT FINANCIAL REPORT                                       Page No.  1
Bus. Unit:  8860--Department of Finance                                                                      Run Date 01/25/2023
Ledger Grp: CC_DTL_REV-- Revenue Detail Ledger                                                               Run Time 06:51:13
Currency  : USD
Chartfields Criteria
PC Bus Unit: 8860           Project: 000000000000643 to 000000000011638  Activity: 000000000000001 to 000000000000004  ENY: 2022
Project ID: 000000000000652 Description: OSAE Reimbursements             Project Manager:                       Project Type: REIMB
Project Status:             Start Date: 01-JUL-2022                      End Date: 31-DEC-2022                  Operating Revenue:     705,124.14
Billed Labor:          0.00 Fiscal Year/Accounting Period   From: 2022/1   To: 2022/6    Include Period 998: Yes



PC Bus Unit  Project          Activity         ENY            Budget     Recognized       Collected     Uncollected      Remaining

8860         000000000000651  000000000000001  2022             0.00     705,124.14      705,124.14            0.00           0.00
     Subtotal for ENY 2022 :                                    0.00     705,124.14      705,124.14            0.00           0.00


     Subtotal for Activity 000000000000001 :                    0.00     705,124.14      705,124.14            0.00           0.00


     Total for Project 000000000000651 :                        0.00     705,124.14      705,124.14            0.00           0.00
```

Note: Some columns are hidden for display purposes.

Reimbursements/Project Costing

Reimbursement Reconciliation



BUDGET Program/Project/Activity	Budget	REVENUES ENY 2022	YTD EXPENDITURES ENY 2022	ENCUMB	TOTAL EXPENDITURES	BALANCE 12/31/2022
6785 Statewide Policies	4,958,000.00					
651 FI$Cal SMEs	4,400,000.00	(705,124.14)	1,057,427.24	30,000.00	1,087,427.24	382,303.10
652 OSAE Reimbursements	60,000.00	(27,965.00)	27,667.27	430.58	28,097.85	132.85
654 FSCU Accounting Cour	498,000.00	(140,886.84)	281,773.68		281,773.68	140,886.84

- Reimbursements, expenditures, and revenues should be reconciled on a monthly basis.
- The reconciliation and supporting Project Financial Reports are helpful to the Budget Office for planning and budgetary control purposes.

Note: Clean up of the Fund Affiliate, Affiliate for Projects should be done on a monthly basis.

Reimbursements/Project Costing

Other Project Costing Query

- DFQ_KK_01_ACTIVITYLOG_SUP_PROJ – This query provides detailed data of all project related transactions.

- DFQ_KK_16_REIMB_RECON - Data from this query contains project costing for reimbursement reconciliations to determine encumbrances funded by reimbursements for year-end "Report 1". Fields include Fund, ENY, Program, Appropriation Reference, Project, Activity, and Source Type.

Cash in State Treasury Account

Refer to ME2-Cash in State Treasury Non-Shared Fund Reconciliation and
ME3-Cash in State Treasury Shared Fund Reconciliation

Cash in State Treasury Account

- Reconciliation Policies
- FI$Cal Cash Process
- Statewide Cash Transactions in MODACCRL
- Cash Reclassification Entries
- Departmental Cash Transactions in BUDLEGAL
- Impacts on Cash Reconciliation
- Reconciliation Reports and Queries

Cash in State Treasury Account
Reconciliation Policies

SAM Section 7901 – Reconciliations – General

Reconciliations will be prepared monthly within 30 days of the preceding month, except for property reconciliations.

SAM Section 7921 - Reconciliation of Department's Account Balances With SCO Balances

Agencies/departments will Reconcile general ledger account balances within their accounting system to the corresponding balances maintained by the State Controller's Office (SCO) for non-shared funds and shared funds to provide accurate information for the preparation of required financial reports.

Note:

The Cash in State Treasury (CIST) account reconciliation supports the Finance's required Detailed Fund Balance Report (DF-303) and the Fund Condition Statement. See SAM Section 6401, Responsibilities and Authority of Fund Administrators and Fund Users, for more information.

Cash in State Treasury Account

FI$Cal Cash Process

- In FI$Cal, departmental cash transactions are recorded in the MODACCRL ledger under various pending cash transfer accounts (e.g., accounts 1109XXX).

- FI$Cal batch process clears pending cash to accounts 6510000 and 6520000.

- Balances in accounts 6510000/6520000 from all BUs are reclassified to Cash in State Treasury account 1104000 or General Ledger Account Number (GL) 1140 in Statewide BU 0000. All pending cash transfer accounts should have zero outstanding balances by period 12.

Cash in State Treasury Account

Statewide Cash Transactions in MODACCRL

Common fund-level transactions posted in the following Statewide BUs:

- BU 0000 – Deposits in Surplus Money Investment Fund (SMIF), Account 1120000/1120100, from the SCO Journal Entries SMC/SMD impacting UCM GL 1210
- BU 0000 – Loans to the General Fund, impacting UCM GL 1410
- BU 9892 – SB 84 Supplemental Pension, Account 6512500
- BU 9900 – Pro Rata, Account 6512400

Note:

If needed, Fund Administrators of shared funds can run the Trial Balance Reports and DFQ_GL_01 query to see the above fund level transactions using the second or third User ID. The required role is Z_DEPT_GL_CONSL_FUND_VIEWER.

Cash in State Treasury Account

Statewide Cash Transactions in MODACCRL

Transactions posted in the Department BUs:

- Fund-level transactions related to Advanced Collections, Liabilities for Deposits, and fund-specific loans.
- Transactions related to departments' appropriations

All cash transactions in the MODACCRL ledger will be reflected in Accounts 6510000/6520000 in the corresponding BUs and transferred to Account 1104000 in the Statewide BU 0000.

Cash in State Treasury Account

Cash Reclassification Entries

Miscellaneous Unbilled Receipt Transaction – Example:

Deposit Slip Entry for Deposited Receipts (System Generated in CTS Fund – AR module):

DR 1101000 – General Cash – CTS Accounts	$1,040	
CR 2090050 – Unapplied Receipts		-$1,040

Miscellaneous Unbilled Receipts Payment Entry (AR module):

DR 1109300 – Pending Cash Transfers – AR	$1,040	
CR 41XXXXX – Revenue		-$ 500
CR 48XXXXX – Reimbursement		-$ 500
CR 53XXXXX – Abatement		-$ 40

Deposit Slip Reversal Entry for Remittance (System Generated in CTS Fund – AR module):

DR 2090050 – Unapplied Receipts	$1,040	
CR 1101000 – General Cash – CTS Accounts		-$1,040

Cash in State Treasury Account

Cash Reclassification Entries

Miscellaneous Unbilled Receipt Transaction – Example (continued):

Cash Reclassification Entry in the Department's BU (CM module):

DR 6520000 – Unapp. InterUnit Cash Transfers Out	$1,040	
CR 1109300 – Pending Cash Transfers – AR		-$1,040

Cash Reclassification Entry in the Statewide BU 0000 (CM module):

DR 1104000 – Cash in State Treasury	$1,040	
CR 6510000 – Unapp. InterUnit Cash Transfers In		-$1,040

Note:

- See eLearning guides, AR16 and AR17, recording and approving miscellaneous receipts.
- Refer to Finance's FI$Cal Overview Training "Cash Receipts" section for more information.

Cash in State Treasury Account

Cash Reclassification Entries

AP Voucher Transaction for Warrant – Example:

AP Voucher Entry – Entered and Approved (AP module):

DR 53XXXXX – Operating Expense and Equipment	$1,040	
CR 2000000 – Accounts Payable		-$1,040

AP Voucher Entry – Paid (AP module):

DR 2000000 – Accounts Payable	$1,040	
CR 6510000 – Unapp. InterUnit Cash Transfers In		-$1,040

Cash Reclassification Entry in Statewide BU 0000 (CM module):

DR 6520000 – Unapp. InterUnit Cash Transfers Out	$1,040	
CR 1104000 – Cash in State Treasury		-$1,040

Cash in State Treasury Account
Departmental Cash Transactions in BUDLEGAL

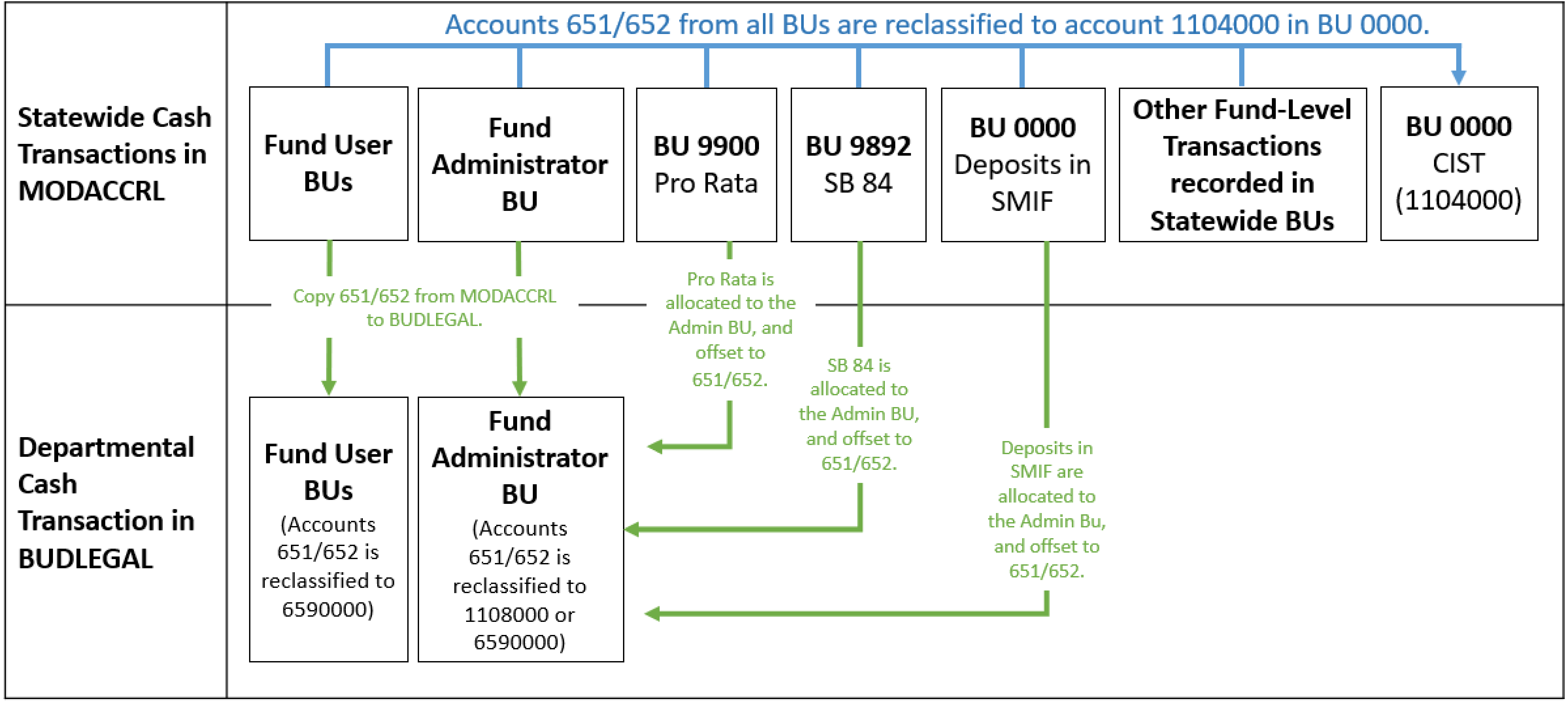
Fund User BUs

- Accounts 6510000/6520000 balances are copied from MODACCRL to the BUDLEGAL ledger monthly after the GL module is closed.
- The Budgetary Legal Ledger Cash Reclassification (BLL-CR) Application Engine will reclassify 6510000/6520000 to Account 6590000 – Unappropriated Cash Transfers – BLL.

Fund Administrator BUs

- Accounts 6510000/6520000 balances are copied from MODACCRL to the BUDLEGAL ledger monthly after the GL module is closed.
- Pro Rata and SB 84 charges are allocated to the Fund Administrator BUs.
  - The allocation is triggered by the closing of the GL module in the Statewide BU 9900 and 9892.
  - The transactions post in the Fund Administrator BUs with journal prefix STW, Accounts 6512XXX and 6510000/6520000.
- If applicable, Deposits in SMIF are allocated from BU 0000. The transactions post in the Fund Administrator BUs with journal prefix CRJ, Accounts 1120100 and 6510000/6520000.
- The total ending balance of 6510000/6520000 is reclassified to account 1108000 – BLL Cash in State Treasury for Non-shared Funds, or account 6590000 for Shared Funds.

Cash in State Treasury Account
Cash Transactions in FI$Cal



Statewide Cash Transactions in MODACCRL

Accounts 651/652 from all BUs are reclassified to account 1104000 in BU 0000.

Fund User BUs

Fund Administrator BU

BU 9900
Pro Rata

BU 9892
SB 84

BU 0000
Deposits in SMIF

Other Fund-Level Transactions recorded in Statewide BUs

BU 0000
CIST
(1104000)

Copy 651/652 from MODACCRL to BUDLEGAL.

Pro Rata is allocated to the Admin BU, and offset to 651/652.

SB 84 is allocated to the Admin BU, and offset to 651/652.

Deposits in SMIF are allocated to the Admin Bu, and offset to 651/652.

Departmental Cash Transaction in BUDLEGAL

Fund User BUs
(Accounts 651/652 is reclassified to 6590000)

Fund Administrator BU
(Accounts 651/652 is reclassified to 1108000 or 6590000)

Cash in State Treasury Account Impacts on Cash Reconciliation

- Departments will use the BUDLEGAL Trial Balance to complete monthly Cash Reconciliation.
- 6510000/6520000 on the BUDLEGAL Trial Balance should be $0 for Shared Funds. For Non-shared Funds, the amounts should remain the same as 6/30/20 balances.
- Transactions related to Pro Rata, SB 84, and Deposits in SMIF are reflected in the Fund Administrator BUs' BUDLEGAL cash balance; therefore, there should be no reconciling amount associated with those transactions.
- Fund-level transactions other than Pro Rata, SB 84, and Deposits in SMIF that post in the Statewide BUs in FI$Cal should be listed as reconciling items in the Fund Administrator BUs' Cash Reconciliation. These transactions will cause reconciling amounts during the fiscal year, but will clear by June 30th. The transactions include, but not limited to:
    - Journals to record the reserve and transfer of state's retirement contribution (CLR documents and the transfer JEs) posted in BU 9990.
    - Journals to record short-term cash flow loans to the General Fund.

Cash in State Treasury Account Reconciliation Reports and Queries

The following reports and queries are helpful for CIST Account Reconciliation:

Reports for Reconciliation:

- SCO Fund Reconciliation Report
- Agency Reconciliation Report (SCO Tab Run)
- Trial Balance Report (ZGL061)

Additional Reports/Queries for Research:

- Completed monthly SCO Agency Reconciliation
- DFQ_AP_02_VOUCHERS_LISTING
- DFQ_AP_11_VCHR_SUB_SYS_ENTRIES
- DFQ_AR_13_CASH_RECEIPT_DETAIL
- DFQ_AR_17_DIRECT_JRNL_SUB_SYS
- DFQ_AR_18_ITEM_SUB_SYS_ENTRIES
- DFQ_CM_02_BANK_REC_XREF
- DFQ_GL_01_JOURNAL_DETAIL
- DFQ_GL_06_REC_SCO_TAB_RUN
- DFQ_KK_01_ACTIVITYLOG_SUP_PROJ

Cash in State Treasury Account Reconciliation Procedure

Refer to ME2-Cash in State Treasury Non-Shared Fund Reconciliation and ME3-Cash in State Treasury Shared Fund Reconciliation

Revolving Fund Reconciliation

Refer to ME4-Revolving Fund Reconciliation

Revolving Fund Reconciliation

- Policies
- Advances and Voucher Styles
- Journal Entries
- Template Example
- Procedure

Revolving Fund Reconciliation
Policies

SAM Section 7901 – Reconciliations - General

Reconciliations will be prepared monthly within 30 days of the preceding month, except for property reconciliations.

SAM Section 7922 – Office Revolving Fund Reconciliation

Departments will reconcile their Office Revolving Fund (Revolving Fund) by reviewing the revolving fund book balance and other related accounts.

Revolving Fund Reconciliation
Advances and Voucher Styles

Expense Advances (EAs)

- SAM Sections 8120-8120.3
- Expense Advances (Account 1301100) are used for:
  - Payments of discount and compensation earned.
  - Petty cash fund and change fund disbursements; and
  - Where immediate payment is otherwise necessary
- Regular Voucher – Non-employee suppliers exclude P-Card supplier EAs.
  - Journal Voucher is used for **Revolving Fund reimbursements.**
- Prepaid Voucher – Manual expense advances for employee supplier payments, such as settlement agreements.
  - Regular Voucher is used for **Revolving Fund reimbursements.**

Revolving Fund Reconciliation
Advances and Voucher Styles

Travel Advances (TAs)

- SAM Section 8116
- Travel Advances (Account 1301200) are used for:
  - Advance to an employee for travel expenses incurred while conducting official state business
- Prepaid Voucher – TAs
  - Regular Voucher – **Revolving Fund reimbursements** via CalATERS expense reimbursements (e.g., interfaced Regular Voucher with TEA invoice number).
  - Deposit (AR module) – **Revolving Fund reimbursements** of remaining TA balances via employee personal check and/or CalATERS warrant deposits.

Revolving Fund Reconciliation

Advances and Voucher Styles

Salary Advances (SAs)

- SAM Section 8118
- Salary Advances (Account 1301300) are used for:
  - “Payroll” salary advance
  - “Hardship” salary advance due to unforeseen emergency
  - Separating employees at the request of immediate need of final salary payments
- Regular Voucher – SAs for employees with Open Item (key).
    - Open Item (key) is the last seven digits of Employee’s Supplier ID number, and it stays open until the salary advances are fully recovered.
- Deposit (AR module) – **Revolving Fund reimbursements** via the deposits of employee payroll warrants or employee personal checks in the AR module to clear employee’s outstanding balance with the use of the open item key.

Notes: For expense, travel, and salary advances:

- Refer to Job Aid FISCal.424 - SCO/STO Integrated Solution CalATERS Expenditure Updates
- Refer to Finance’s FI$Cal Overview Training
- Attend FI$Cal VILT - AP1001 ORF Advances and Replenishments

Revolving Fund Reconciliation

Journal Entries

Revolving Fund Issuance and Cash Reclassification in CTS Fund:

Regular or Prepaid Voucher (AP module)

DR 1301100* – Expense Advances
DR 1301200 – Travel Advances
DR 1301300 – Salary Advances
    CR 2000000 – Accounts Payable

*A Regular voucher style is commonly used for purchased or non-purchased orders, supplier prepayment of compensation earned, or where immediate payment is otherwise necessary. However, if the supplier is an employee, a MANUAL Prepaid voucher style must be used for the regular replenishment voucher to link the payment and close the balance on an employee expense advance.

Cash Reclassification (CM module)

DR 2000000 – Accounts Payable
    CR 1109200 – Pending Cash Transfers – AP
DR 1109200 – Pending Cash Transfers – AP
    CR 1101200 – Revolving Fund Cash

Note: Refer to ME4-Revolving Fund Reconciliation for more information.

Revolving Fund Reconciliation

Journal Entries

Revolving Fund Reimbursement in CTS Fund – SCO Generated Option:

Journal Voucher (AP module)

DR 2000000 – Accounts Payable
CR 1301100 – Expense Advances

Cash Reclassification (CM module)

DR 1109200 – Pending Cash Transfers – AP
CR 2000000 – Accounts Payable
DR 1101200 - Revolving Fund Cash
CR 1109200 – Pending Cash Transfers – AP

Note: Refer to Finance's FI$Cal Overview PowerPoint training for journal entries related to General Cash, Refund Clearing, and NSF Receipts Clearing accounts.

Revolving Fund Reconciliation

Journal Entries

Revolving Fund Reimbursement in CTS Fund - Deposit Refund/Excess Payment Check Option:

Regular Deposit (AR module)

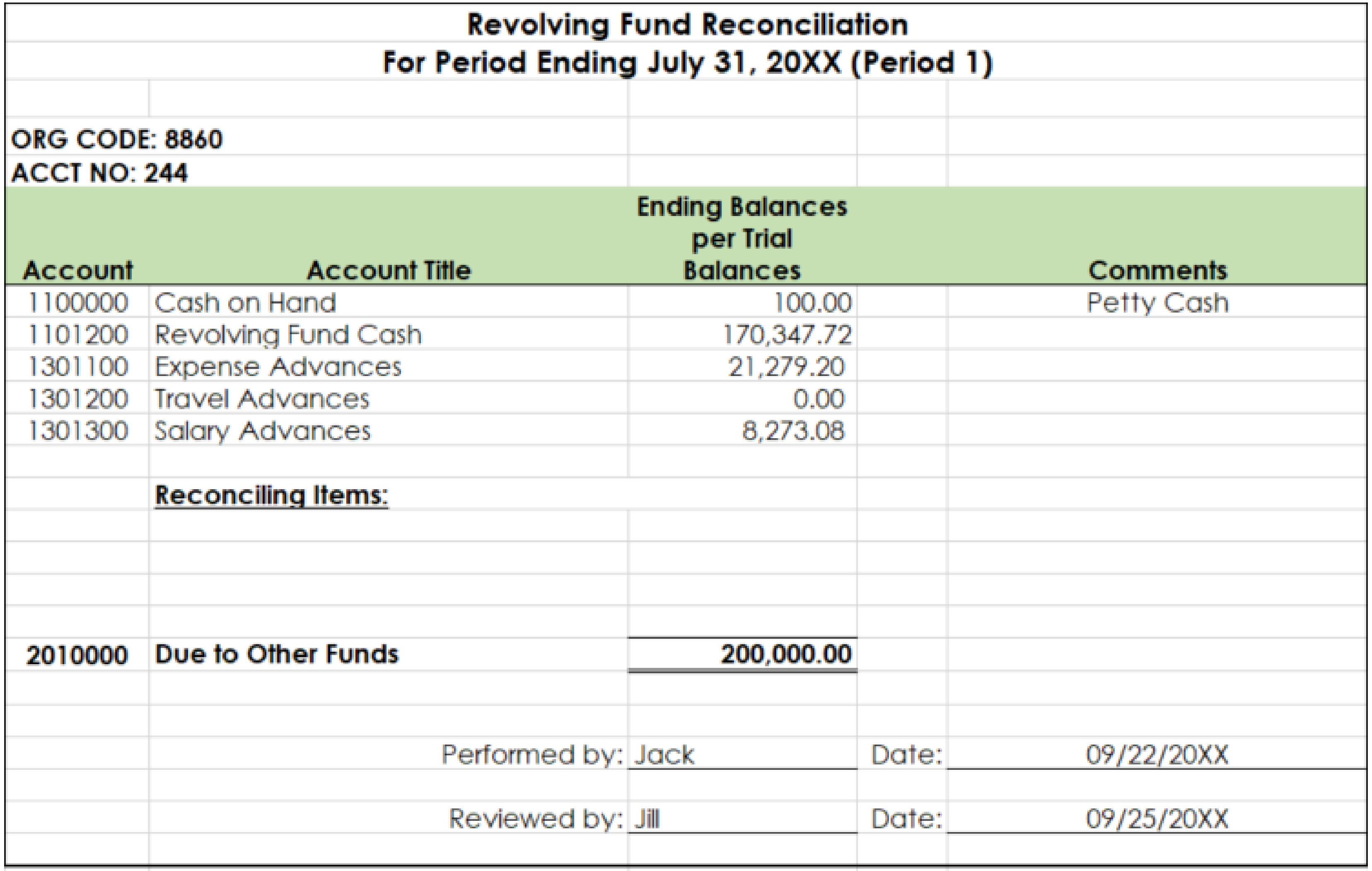
DR 1109300 – Pending Cash Transfers – AR
CR 1301100 – Expense Advances

Cash Reclassification (CM module)

DR 1101200 - Revolving Fund Cash
CR 1109300 – Pending Cash Transfers – AR

Note: This slide provides a simple concept about Expense Advances liquidation related to a deposited check. See CIST Reconciliation section, Cash Reclassification pages, for more information about the deposit slip and remittance processes that involve General Cash, Unapplied Receipts, and other accounts.

Revolving Fund Reconciliation
Template Example



Revolving Fund Reconciliation
For Period Ending July 31, 20XX (Period 1)

ORG CODE: 8860
ACCT NO: 244

Account	Account Title	Ending Balances per Trial Balances	Comments
1100000	Cash on Hand	100.00	Petty Cash
1101200	Revolving Fund Cash	170,347.72	
1301100	Expense Advances	21,279.20	
1301200	Travel Advances	0.00	
1301300	Salary Advances	8,273.08	
	Reconciling Items:		
2010000	**Due to Other Funds**	**200,000.00**	

Performed by: Jack Date: 09/22/20XX

Reviewed by: Jill Date: 09/25/20XX

Note: Refer to ME4-Revolving Fund Reconciliation procedure

Revolving Fund Reconciliation Procedure

Refer to ME4-Revolving Fund Reconciliation

See SAM Section 7965 and Job Aid FISCal.151

Bank Reconciliation

Refer to ME5-Bank Reconciliation

Bank Reconciliation

- Policies
- Purpose
- Important Reminders
- FI$Cal Cash Accounts
- Cross Referencing Transactions
- Reports and Queries
- Updates
- Template Example
- Examples
- Tips
- Reconciliation Exercise

Bank Reconciliation
Policies

SAM Section 7901 – Reconciliations - General

Reconciliations will be prepared monthly within 30 days of the preceding month, except for property reconciliations.

SAM Section 7923 – Bank Reconciliation

Agencies/Departments will reconcile their General Cash, Revolving Fund Cash, and Agency Trust Fund Cash accounts with their Centralized Treasury Trust System Account Statement (CTS statement).

Bank Reconciliation

Purpose

The purpose of the bank reconciliation is to identify the current month activities for deposits and checks.

The bank reconciler should understand:

- AP and AR transactions
- Purpose of each cash account
- Cash reclassification in the CM module

Possible reconciling items:

- Transactions not entered
- Timing differences
- Errors

Helpful information on the Finance FI$Cal Training Website:

- Accounting Overview Training PowerPoint and Handouts related to AP, AR, and Cash Receipts sections
- eLearning courses related to AP and AR topics

Bank Reconciliation
Important Reminders

- Reconcile bank statements to FI$Cal deposits and checks monthly.
- Resolve and correct reconciling items timely.
- Include a clear and concise description for each reconciling item.
- Include a status of the correction for each reconciling item.
- California State Auditor (CSA) may audit departments' bank reconciliations. Audit issues and concerns may result in Annual Comprehensive Financial Report (ACFR) delays.

Bank Reconciliation

FI$Cal Cash Accounts

For bank reconciliation, review the activities *(not the ending balance)* and the type of transactions in the CTS fund accounts:

Fund	Account	Debits	Credits
CTS (000000XXX)	**1101000 General Cash**	Uncleared Collections, Refunds Clearing, NSF Receipts Clearing, Deposit Slip Entries	Agency Checks, Deposit Slip Entry Reversals
CTS (000000XXX)	**1101200 Revolving Fund Cash**	Revolving Fund Deposits Revolving Fund Replenishments	Revolving Fund Checks
CTS (000000XXX)	**1101400 Agency Trust Fund Cash**	Agency Trust Deposits	Agency Checks

Bank Reconciliation

Cross Referencing Transactions

Common transactions on a bank statement and the corresponding FI$Cal transactions:

Type	Bank Statement	FI$Cal
Deposits	Deposit Slip Number	FI$Cal Deposit ID (FDID)
	Deposit Slip Number (CalATERS)	FI$Cal Deposit ID (FDID)
	Replenishment	FI$Cal Voucher
	Claim Schedule	FI$Cal Voucher
Checks	Check Number	FI$Cal Voucher
	Remittance	FI$Cal Deposit ID (FDID)

Note: The corresponding FI$Cal transactions may also be a GL journal, depending on a department's business process.

Bank Reconciliation
Reports and Queries

Reports/Queries for Reconciliation:

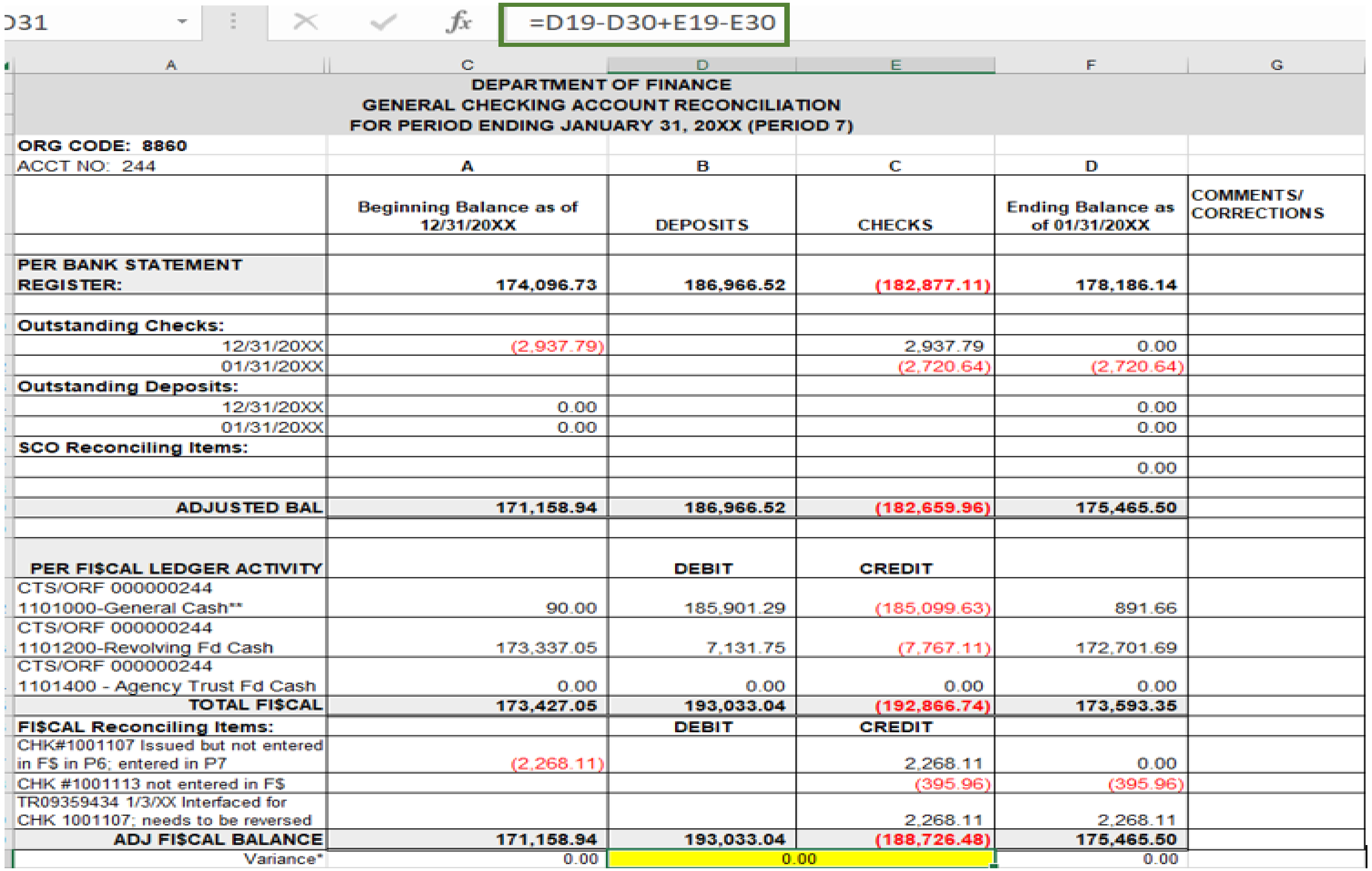
- Prior Month Bank Reconciliation Spreadsheet
- CTS Statement (Bank Statement)
- Trial Balance by Period Report (ZGL111)
    - CTS Fund
- DFQ_CM_02_BANK_REC_XREF query
    - CTS Fund
- Department's Check and Deposit Logs

Additional Reports/Queries for Research:

- DFQ_AP_02_VOUCHERS_LISTING
- DFQ_AR_10_DEPOSIT_SLIPS_LIST
- DFQ_AR_11_INCOMPLETE_DEPOSITS
- DFQ_AR_13_CASH_RECEIPT_DETAIL

Bank Reconciliation Updates

- Departments will use the BUDLEGAL Trial Balance Report by Period to complete the monthly Bank Reconciliation.
- There is a new “TR” Journal Source, per FI$Cal’s CMO: Automated Accounting for Cashed and Unrecorded Agency Checks, as of July 1, 2022.
- Account 1109300 transactions posted in State Fund(s) are no longer recorded in the Bank Reconciliation.
- Debits and Credits variance amount is combined. When the net variance of the Debit and Credit columns equals to zero, there are no reconciling items. Departments will research the reconciling items if the net amount is not zero.



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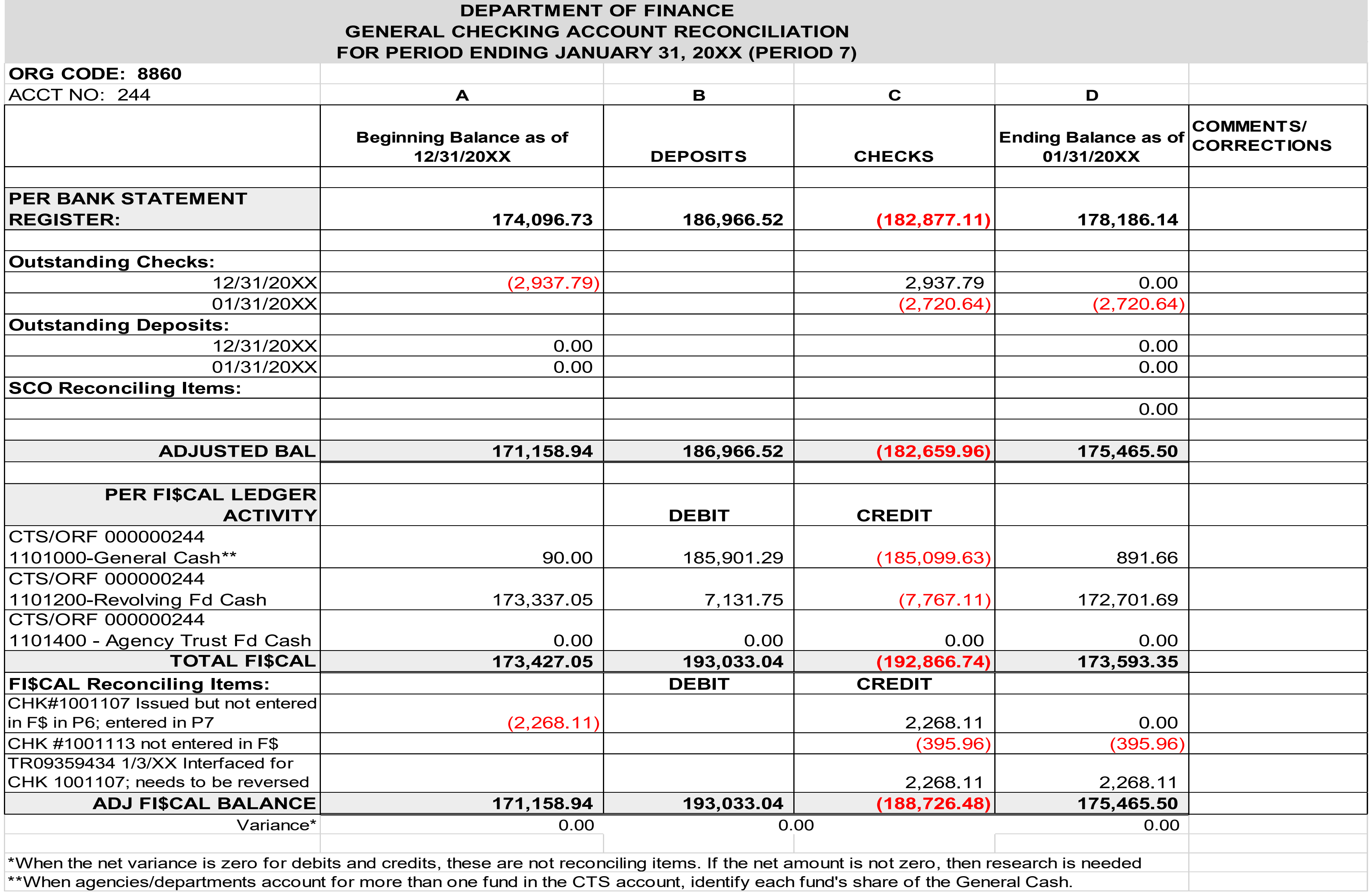
DEPARTMENT OF FINANCE
GENERAL CHECKING ACCOUNT RECONCILIATION
FOR PERIOD ENDING JANUARY 31, 20XX (PERIOD 7)

A	C	D	E	F	G
ORG CODE: 8860					
ACCT NO: 244	**A**	**B**	**C**	**D**	
	Beginning Balance as of 12/31/20XX	**DEPOSITS**	**CHECKS**	**Ending Balance as of 01/31/20XX**	**COMMENTS/ CORRECTIONS**
PER BANK STATEMENT REGISTER:	**174,096.73**	**186,966.52**	**(182,877.11)**	**178,186.14**	
Outstanding Checks:					
12/31/20XX	(2,937.79)		2,937.79	0.00	
01/31/20XX			(2,720.64)	(2,720.64)	
Outstanding Deposits:					
12/31/20XX	0.00			0.00	
01/31/20XX	0.00			0.00	
SCO Reconciling Items:					
				0.00	
ADJUSTED BAL	**171,158.94**	**186,966.52**	**(182,659.96)**	**175,465.50**	
PER FI$CAL LEDGER ACTIVITY		**DEBIT**	**CREDIT**		
CTS/ORF 000000244 1101000-General Cash**	90.00	185,901.29	(185,099.63)	891.66	
CTS/ORF 000000244 1101200-Revolving Fd Cash	173,337.05	7,131.75	(7,767.11)	172,701.69	
CTS/ORF 000000244 1101400 - Agency Trust Fd Cash	0.00	0.00	0.00	0.00	
TOTAL FI$CAL	**173,427.05**	**193,033.04**	**(192,866.74)**	**173,593.35**	
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**		
CHK#1001107 Issued but not entered in F$ in P6; entered in P7	(2,268.11)		2,268.11	0.00	
CHK #1001113 not entered in F$			(395.96)	(395.96)	
TR09359434 1/3/XX Interfaced for CHK 1001107; needs to be reversed			2,268.11	2,268.11	
ADJ FI$CAL BALANCE	**171,158.94**	**193,033.04**	**(188,726.48)**	**175,465.50**	
Variance*	0.00	0.00		0.00	

Bank Reconciliation
Template Example



DEPARTMENT OF FINANCE
GENERAL CHECKING ACCOUNT RECONCILIATION
FOR PERIOD ENDING JANUARY 31, 20XX (PERIOD 7)

ORG CODE: 8860					
ACCT NO: 244	A	B	C	D	
	Beginning Balance as of 12/31/20XX	DEPOSITS	CHECKS	Ending Balance as of 01/31/20XX	COMMENTS/ CORRECTIONS
PER BANK STATEMENT REGISTER:	**174,096.73**	**186,966.52**	**(182,877.11)**	**178,186.14**	
Outstanding Checks:					
12/31/20XX	(2,937.79)		2,937.79	0.00	
01/31/20XX			(2,720.64)	(2,720.64)	
Outstanding Deposits:					
12/31/20XX	0.00			0.00	
01/31/20XX	0.00			0.00	
SCO Reconciling Items:					
				0.00	
ADJUSTED BAL	**171,158.94**	**186,966.52**	**(182,659.96)**	**175,465.50**	
PER FI$CAL LEDGER ACTIVITY		**DEBIT**	**CREDIT**		
CTS/ORF 000000244 1101000-General Cash**	90.00	185,901.29	(185,099.63)	891.66	
CTS/ORF 000000244 1101200-Revolving Fd Cash	173,337.05	7,131.75	(7,767.11)	172,701.69	
CTS/ORF 000000244 1101400 - Agency Trust Fd Cash	0.00	0.00	0.00	0.00	
TOTAL FI$CAL	**173,427.05**	**193,033.04**	**(192,866.74)**	**173,593.35**	
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**		
CHK#1001107 Issued but not entered in F$ in P6; entered in P7	(2,268.11)		2,268.11	0.00	
CHK #1001113 not entered in F$			(395.96)	(395.96)	
TR09359434 1/3/XX Interfaced for CHK 1001107; needs to be reversed			2,268.11	2,268.11	
ADJ FI$CAL BALANCE	**171,158.94**	**193,033.04**	**(188,726.48)**	**175,465.50**	
Variance*	0.00	0.00		0.00	

*When the net variance is zero for debits and credits, these are not reconciling items. If the net amount is not zero, then research is needed

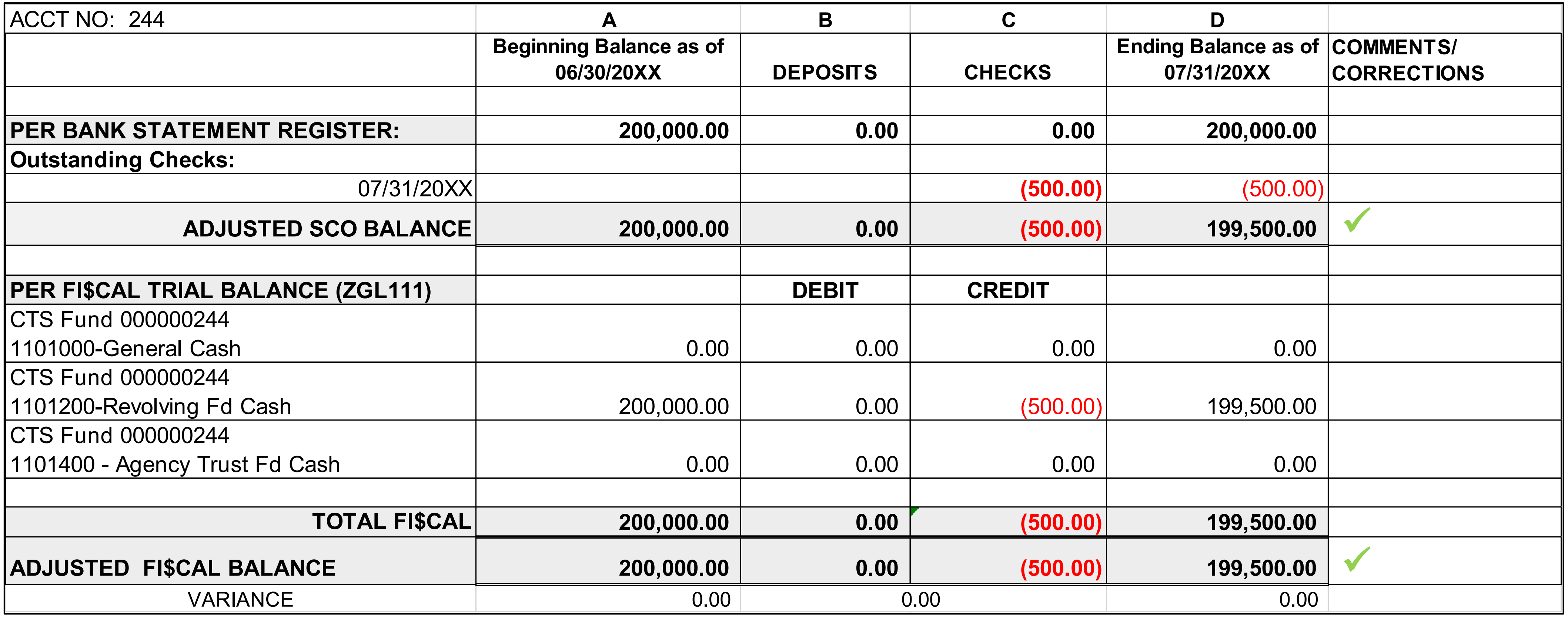
**When agencies/departments account for more than one fund in the CTS account, identify each fund's share of the General Cash.

Note: Dates and values in this example do not tie to the ME5-Bank Reconciliation.

Bank Reconciliation
Examples

Example 1 – Outstanding Checks

A check of $500 was issued (entered) through FI$Cal in period 1 and was not cashed until period 2. This is found by comparing the department's check log to the CTS (Bank) Statement.



ACCT NO: 244	A	B	C	D	
	Beginning Balance as of 06/30/20XX	DEPOSITS	CHECKS	Ending Balance as of 07/31/20XX	COMMENTS/ CORRECTIONS
PER BANK STATEMENT REGISTER:	**200,000.00**	**0.00**	**0.00**	**200,000.00**	
Outstanding Checks:					
07/31/20XX			**(500.00)**	(500.00)	
ADJUSTED SCO BALANCE	**200,000.00**	**0.00**	**(500.00)**	**199,500.00**	✓
PER FI$CAL TRIAL BALANCE (ZGL111)		**DEBIT**	**CREDIT**		
CTS Fund 000000244 1101000-General Cash	0.00	0.00	0.00	0.00	
CTS Fund 000000244 1101200-Revolving Fd Cash	200,000.00	0.00	(500.00)	199,500.00	
CTS Fund 000000244 1101400 - Agency Trust Fd Cash	0.00	0.00	0.00	0.00	
TOTAL FI$CAL	**200,000.00**	**0.00**	**(500.00)**	**199,500.00**	
ADJUSTED FI$CAL BALANCE	**200,000.00**	**0.00**	**(500.00)**	**199,500.00**	✓
VARIANCE	0.00	0.00		0.00	

Note: Dates and values in this example do not tie to other slides or the ME5-Bank Reconciliation.

Bank Reconciliation Examples

Example 2 – ORF Replenishment Timing Difference

An ORF replenishment of $150 was entered and posted in period 1. The bank statement did not show the replenishment until period 2.

ORG CODE: 8860				
ACCT NO: 244	**A**	**B**	**C**	**D**
	Beginning Balance as of 06/30/20XX	**DEPOSITS**	**CHECKS**	**Ending Balance as of 07/31/20XX**
PER BANK STATEMENT REGISTER:	**200,000.00**	**0.00**	**0.00**	**200,000.00**
PER FI$CAL TRIAL BALANCE (ZGL111)		**DEBIT**	**CREDIT**	
CTS Fund 000000244 1101000-General Cash	0.00	0.00	0.00	0.00
CTS Fund 000000244 1101200-Revolving Fd Cash	200,000.00	150.00	0.00	200,150.00
CTS Fund 000000244 1101400 - Agency Trust Fd Cash	0.00	0.00	0.00	0.00
TOTAL FI$CAL	**200,000.00**	**150.00**	**0.00**	**200,150.00**
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**	
Replenishment received in period 2		(150.00)		(150.00)
ADJUSTED FI$CAL BALANCE	**200,000.00**	**0.00**	**0.00**	**200,000.00**
VARIANCE	0.00	0.00		0.00

Note: Dates and values in this example do not tie to other slides or the ME5-Bank Reconciliation.

Bank Reconciliation Examples

Example 3(A)– Deposit Transaction Not Entered

A deposit of $53.81 was on the bank statement in period 1. The deposit was not entered in FI$Cal.

ACCT NO: 244	A	B	C	D
	Beginning Balance as of 06/30/20XX	**DEPOSITS**	**CHECKS**	**Ending Balance as of 07/31/20XX**
PER BANK STATEMENT REGISTER:	**200,000.00**	**53.81**	**0.00**	**200,053.81**
PER FI$CAL TRIAL BALANCE (ZGL111)		**DEBIT**	**CREDIT**	
CTS Fund 000000244 1101000-General Cash	0.00	0.00	0.00	0.00
CTS Fund 000000244 1101200-Revolving Fd Cash	200,000.00	0.00	0.00	200,000.00
CTS Fund 000000244 1101400 - Agency Trust Fd Cash	0.00	0.00	0.00	0.00
TOTAL FI$CAL	**200,000.00**	**0.00**	**0.00**	**200,000.00**
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**	
Deposit not entered		53.81		53.81
ADJUSTED FI$CAL BALANCE	**200,000.00**	**53.81**	**0.00**	**200,053.81**
VARIANCE	0.00	0.00		0.00

Note: Dates and values in this example do not tie to the ME5-Bank Reconciliation.

Bank Reconciliation Examples

Example 3(B)– Deposit entered next period.

- The $53.81 deposit transaction (from example 8A) is entered in period 2.

ACCT NO: 244	A	B	C	D
	Beginning Balance as of 07/31/20XX	**DEPOSITS**	**CHECKS**	**Ending Balance as of 08/31/20XX**
PER BANK STATEMENT REGISTER:	**200,053.81**	**0.00**	**0.00**	**200,053.81**
PER FI$CAL TRIAL BALANCE (ZGL111)		**DEBIT**	**CREDIT**	
CTS Fund 000000244 1101000-General Cash	0.00	0.00	0.00	0.00
CTS Fund 000000244 1101200-Revolving Fd Cash	200,000.00	53.81	0.00	200,053.81
CTS Fund 000000244 1101400 - Agency Trust Fd Cash	0.00	0.00	0.00	0.00
TOTAL FI$CAL	**200,000.00**	**53.81**	**0.00**	**200,053.81**
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**	
Deposit from P1 entered in P2	53.81	(53.81)		0.00
ADJUSTED FI$CAL BALANCE	**200,053.81**	**0.00**	**0.00**	**200,053.81**
VARIANCE	0.00	0.00		0.00

Notes:

- This is a Period 2 reconciliation worksheet.
- Dates and values in this example do not tie to the ME5-Bank Reconciliation.

Bank Reconciliation Tips

- Run the Trial Balance Report by Period (ZGL111) for CTS fund with activities in Accounts:
    - 1101000 (General Cash),
    - 1101200 (Revolving Fund Cash), and
    - 1101400 (Agency Trust Fund Cash).

- The DFQ_CM_02_BANK_REC_XREF query pulls large amounts of data, so it is recommended to narrow down the criteria to reduce run time.

- For checks not entered timely, use the DFQ_AP_02_VOUCHERS_LISTING query to find when a check was entered.

- For deposits not entered timely, use the DFQ_AR_13_CASH_RECEIPT_DETAIL query to find when a deposit was entered.

- Other Tips:
    - Maintain accurate internal checks and deposit logs.
    - Understand what makes up the adjusted balance before reconciling.
    - Reconcile one column at a time (deposits with debits, checks with credits).
    - Include strong and clear descriptions for all reconciling items.
    - Stay organized!

Bank Reconciliation Procedure

Refer to ME5-Bank Reconciliation

Importance of Meeting the Month-End Close & Year-End Close Deadlines

Objective

The consistent and timely execution of Month-End Close processes enables departments to complete Year-End tasks promptly to meet Year-End Close deadlines.

Importance of Meeting Deadlines

Month-End Close (MEC) deadlines ensure departments can meet Year-End Close (YEC) reporting deadlines. Deadlines are established to help ensure the state can accomplish its statewide statutory responsibilities. Meeting the deadlines will have the following benefits:

- State Controller’s Office will have final data to publish in their annual reports.
- Department of Finance (Finance) will have final prior year data to build the budget and meet the deadlines for the Governor’s Budget.
- Finance will have the information necessary to meet statewide Single Audit Act reporting requirements.
- The state will have the information necessary to meet bond disclosure requirements.
- Departments will have an easier transition to timely monthly closing.
- Departments can move forward with working on current year closing activities.

Importance of Meeting Deadlines

Delay in providing accurate and timely financial information:

- May impede timely preparation and presentation of the Governor’s Budget to the Legislature.
- May create distortion in budget details resulting from inaccurate or absence of required data, or use of estimates.
- Delay in preparation and publication of the Budgetary-Legal Basis Annual Report Government Code (GC) Section 12460.
- May lead to cuts to programs/inability to fund key programs.
- Distrust and loss of public confidence:
  - Negative press perspective
  - Voters may reject subsequent ballot measures

Importance of Meeting Deadlines

Delay in providing accurate and timely financial information:

- Non-compliance with regulatory requirements:
  - Single Audit (Part 200 of Code of Federal Regulation)
  - Withhold federal funds
  - Suspension of grant agreement
  - Termination of federal award

- Non-Compliance with the law:
  - Implication for State Leadership and Oversight GC 8546.1(e)

- SCO will report delinquent departments to the Legislature.
  - Departments will be required to testify on correcting this deficiency.

Importance of Meeting Deadlines

Delay in providing accurate and timely financial information:

- U.S. Securities and Exchange Commission (SEC) Rule 240.15c2-12:
  - Violation of Bond Contract- has legal implication
  - Trigger "Failure to File Notice"
  - If not cured promptly, must disclose again
  - Must disclose non-compliance for 5 years
- Reputational damage:
  - Withdrawal/downgrade of credit rating
  - High borrowing cost
  - May result in the suspension of the current rating
  - Non-Issuance of Government Finance Officers Association (GFOA) certificate of achievement
  - Less attractive to investors

Tips for Successful Month-End Close

- SAM Requirement, see Chapter 7900 Reconciliation and Reports.
- Departments must create and implement a work plan to ensure the timely close of accounting periods and submission of Year-End Financial Reports.*
- Departments can utilize an example of the MEC plan found in Job Aid FISCal.009 - Run the Month-End Process.
- Departments must track and update MEC Status using Job Aid FISCal.335 - The Online Month-End Close MEC Reporting Tool.
- Utilize MEC Automation Process by requesting the required role, Job Aid FISCal.431- MEC Automation Process.
- Timely posting and approval of daily transactions are extremely important to the Month-End Close and Year-End process.
- Run Labor, Cost Allocation, and Asset Depreciation timely every month.
- Perform and complete Plan of Financial Adjustments and all reconciliations monthly.
- Clear reconciling items in the following period.

* Work plans and reconciliations may be subject to review by the Department of Finance, State Controllers Office and the California State Auditor.

Questions??

Contact the FSCU Hotline
FSCU Hotline Phone: (916) 324-0385
Email: FSCUHotline@dof.ca.gov